

CLUB CONSTITUTION AND BY-LAWS
CONSTITUTION OF

Venango College Veterans Club

ARTICLE I

NAME

Section 1. The name of this organization shall be The Clarion University Venango Veterans Club

ARTICLE II

PURPOSE

Section 1. The purpose(s) of this organization shall be to promote, educate and encourage social activities of those Venango Campus students and their families that are currently in the armed services or who have been discharged from military service.

ARTICLE III

MEMBERSHIP

Section 1. Membership is restricted to all currently enrolled students of Clarion University's Venango Campus provided they are currently in a recognized Armed Service/Reserves or National Guard Unit OR have been discharged under favorable conditions. Spouses and/or children of Veterans as defined above that meet the conditions in III Section below are eligible for membership.

Section 2. A person is a member in good standing when he or she are maintaining at least six credits and have a minimum overall 2.00 GPA (exception being new students without any academic history).

Section 3. The rights of voting and holding an office are reserved for club members only.

ARTICLE IV

OFFICERS

Section 1. The officers shall be President, Vice-President, Secretary and Treasurer.

Section 2. The club shall be organized with the following structure:

Four elected officers as noted in IV 1 with simple majority serving as means of election by the membership.

Section 3. The Club shall select an officer to represent the club on the Student Senate if the president cannot serve.

Section 4. To be eligible for office, candidate shall maintain at least six credits at the Venango Campus with an overall GPA of 2.00 and be able to serve for two semesters in that office. (Exception being new students without any academic history).

Section 5. Officers shall be elected by simple majority in spring semester for the following academic year. and shall take office the first day of the fall semester OR if no officers have been nominated in the previous spring semester, election shall be held in the beginning of the fall semester to serve until the end of the next spring semester.

Elected officers must receive simple majority.

Section 6. Vacancies in office shall be filled by appointment of the remaining officers should an officer not be able to fulfill his/her duties. In the rare event, the remaining officers cannot agree on a replacement, any member(s) can express interest in the vacancy and a decision by simple majority of the club membership will prevail. Term will end at the conclusion of the spring semester.

ARTICLE V

MEETINGS

Section 1. Regular meetings shall be held at a minimum monthly or as needed to address the club's business at a day and time convenient for the majority to attend.

Section 2. Special meetings may be called by the president or a quorum of its members with at least one week notice required.

Section 3. A quorum of the members and officers (half of total members) shall be necessary to conduct business. (NOTE: A quorum is the minimum number of voting members who must be present at a meeting to make official binding decisions.

**ARTICLE VI
SOURCE OF POWER**

The source of power of this club is the President of Clarion University of Pennsylvania, the legal representative of the Board of Trustees, who delegates powers as are appropriate to the Student Senate, which recognizes each club to conduct its power business. In accepting this constitution, The Clarion University Venango Veterans Club agrees to abide by the University's policies and regulations, which apply to students and student clubs.

**ARTICLE VII
AMENDMENTS AND RATIFICATION**

Section 1. The constitution shall be ratified by a ½ vote of the members attending a meeting with a quorum.

CLUB BY-LAWS

ARTICLE I

RULES OF PROCEDURE

The club shall be guided in its procedures by Robert's Rules of Order, latest edition, when no other rules have been specifically established in the by-laws or constitution.

**ARTICLE II
DUTIES OF OFFICERS**

The duties of the officers shall be:

The President shall be considered the presiding officer at all functions and conduct the meetings under Article I. Any and all events under the club's authority will be approved via this office to assure it is dispersed properly to said members. This office will be the beacon for recruitment and inform perspective members of joining with support from the remaining officers. This office will also be responsible for coordination of fundraisers and any campus and/or community oriented events but isn't required to be the chair of those events. For this reason, the club president serves as the Student Senate representative. This officer is the only non-voting member with exception of breaking a tie vote. Any meetings requiring attendance at Student Senate functions will be the responsibility of this officer to be present at the event, if this elected member cannot fulfill this particular duty, it may be assigned to another officer.

The Vice President will fulfill the duties of the president on an interim basis in the event the president is absent or cannot be present for any functions normally under that specific office.

The Secretary will record all meetings and disperse the previous minutes for approval. This office will also be accountable for dispersing information on upcoming events via postal or electronic mail and/or in person dependent on the immediate need of that concern. The club advisor must be included in all such correspondence.

The Treasurer will be accountable for tracking, recording and depositing all club funds to an account in the club's name and provide a copy of those transactions at any official meetings to the membership. Any financial concerns will be immediately reported to the officers and membership so the matter can be rectified in the most expedient manner.

1. Student Senate Representative:
 - a) Attends Student Senate meetings
 - b) Coordinate club events with campus calendar
 - c) Participate in Student Senate activities

ARTICLE III

The club shall have the following committees (at a minimum) to do the following tasks:

1. Social (Dinners, fundraisers and meetings for family, guests and its membership)
2. Recruitment (Contact and enroll members for the club)
3. Outreach (Veteran programs and education which benefit the club's members)
4. Community (Project oriented for promotion of campus, community and overseas assistance to those serving in the military)

ARTICLE IV

Dues (if any) shall be per semester payable at the beginning of the fall semester.

ARTICLE V

ELECTION/OFFICERS SELECTION

Section 1. Nominations shall be made in the spring semester to serve the following year with actual election to occur in the fall semester. *

Section 2. Election for new officers shall be conducted by those recognized members in attendance via written ballot or simple nomination, and supervised by the advisor with one other member present.

Section 3. Written ballots will be counted by the advisor and another member present.

Section 4. New officers shall take office the same day or at most convenient date after the election.

*Exception to this rule which also affects V (Sections 2-4) is in the rare instance where four or less potential members convene for an election, they may mutually appoint each other to said offices. If any disagreement occurs i.e. Two members desire the same post then names will be put in a hat and drawn by a non-biased party and that will be the final determination of the selection.

ARTICLE VI

AMENDMENTS

Section 1. Bylaws can be amended as needed with three quarters of membership required to pass any amendments. Only written votes are accepted for such formal changes.

Section 2. Club secretary will accept the written amendment(s) submitted by a member in good standing and distribute at the next monthly meeting for formal action.