

Constitution for Women United of Clarion University of Pennsylvania

Article I: Name

Section 1: The name of the body governed by this constitution shall be Women United.

Article II: Mission Statement

Section 1: The mission of Women United is to serve the student body, institution, and greater community by promoting mental, physical and spiritual health, Women United strives to provide a campus that will support the growth, development and achievement of students, women and men, as they prepare to unite and strengthen the global community.

Article III: Membership

Section 1: Interest must be a **second semester freshman or higher** to obtain membership on the Women United Board.

Section 2: Qualification of membership into Women United is a “**good academic standing**” of the student with Clarion University as stated in the Clarion University Student Handbook. This status can be further defined as having the cumulative grade point average (GPA) of **at least 2.0 on a 4.0 scale** and not being on disciplinary probation.

Section 3: Members are required to attend weekly meetings. Any more than three (3) **unexcused** absences, the consequences for the member will be on a seven (7) day probation. Any other unexcused absences over three (3) times will result in **removal** of their position on the board. If a member is going to miss a meeting, they must notify the Secretary and/or President, five (5) hours before the starting time of the meeting. Late notices need to be informed a half an hour before the starting meeting time. Permissible excuses for a missed meeting are as follow: class, work, illness, **athletic event/practice** or family emergency.

Article IV: Executive Board

Section 1: The executive board will consist of four positions: President, Vice President, Secretary and Treasurer

Section 2: The duties of the executive board will include the following responsibilities, but will not be limited to what is stated.

A. President

1. Shall preside over all Women United meetings
2. Shall not have voting power unless there is a tie
3. Will not be able to make a motion
4. Will coordinate regular meeting times with individual members of the executive board to accomplish tasks
5. **Shall be responsible for a cabinet of the following sub-committee/positions: Public Relations, Programs Chair, Community Service, and Social Chair.**
6. Will have held position on the board for two consecutive semesters before taking the role of President.
7. Shall receive resignation notices should any **officer** choose to resign.

B. Vice President

1. Shall carry out duties assigned by the President.
2. Shall resume the duties of the President when he/she is absent.
3. Shall assist the committee chairpersons
4. Will have held position on the board for two consecutive semesters before taking the role of Vice President.

C. Secretary

1. Shall take and distribute minutes from every meeting
2. Shall be in charge of internal communication and field all emails through the womenunited@clarion.edu account.
3. Shall handle meeting attendance and excuses
4. Shall manage master roster and records on CU Connect

D. Treasurer

1. Shall manage, under the supervision of the Advisor, the Women United budgets, both Fee-Supported and Self-Supported accounts, through the Clarion Students Association
2. Shall serve as acting president in the absence of the President
3. Shall be responsible for work in conjunction with the Social and Programs chairs to finance events.

Section 3. Election of Executive Board

- A. The officers shall be elected by secret ballot during the second to last meeting of the academic year. A candidate will need a majority vote to become an officer.
- B. Interests shall fill out an application for position of interest that records general information about themselves.
- C. Interests shall show up to the meeting to be interviewed for whatever position they applied for.
- D. Previous executive board and sub-committee will vote for each open position

Section 4: Meeting for the executive board

- A. The Executive board along with the sub-committee must meet weekly to plan and keep up to date with program and events.

Section 5: Removal from Office

- A. Any Officer may be impeached for failure to fulfill his/her duties and responsibilities or for infringing upon the rights of others through the abuse of his/her office.
- B. The entire membership shall cast a secret ballot to determine whether or not the board member is removed from his/her position. Majority vote is needed to be impeached.

Section 6: Resignation

- A. Any officer wishing to resign his/her position shall present a written resignation to the President for acceptance.
- B. If the President is the officer resigning, the resignation shall be given to the Advisor.

Article V: Advisor

- A. The advisor will assist the officers in implementing timely programs, and communicate to the executive board a network of organizational outlets.
- B. Shall not have voting power
- C. Shall monitor and verify academic eligibility for membership.
- D. Shall meet individually with the members of the executive board.

Article VI: Sub-Committees

Section 1: The sub-committee will consist of four positions: Programs Chair, Social Chair, Community Service, and Public Relations.

Section 2: The duties of the sub-committee will include the following responsibilities, but will not be limited to what is stated.

A. Public Relations

1. Shall coordinate external communications and public relations for Women United and Women United programming.
2. Shall create posters and get the word out to the student body of events
3. Shall maintain program scrapbook and maintain posters from past events

B. Programs Chair

1. Shall bring ideas and programs to the board meetings
2. Creates ideas of how to plan and conduct the event
3. Works in conjunction with the social chair

C. Community Service Chair

1. Shall bring ideas and thoughts of service projects
2. Shall collect and monitor hours completed by the executive board and sub-committee
3. Shall find and coordinate events that will accumulate hours for the group

D. Social Chair

1. Shall work in conjunction with the program chair and treasurer.
2. Shall search and find patterns and decorations for events
3. Shall work with treasurer to provide a cost efficient budget for the decorations

Article VII: Meetings

- A. Meeting will be held on a weekly basis
- B. A majority of $\frac{3}{4}$ of the members should be present
- C. Parliamentary procedure will be used to convene Women United meetings
- D. If extra meetings are needed the board will know 24 hours ahead of time.

Article VIII: Finance and Funding

- A. Funding for the organization will be taken from the Women United CSA account. At the end of the semester the treasurer and the board will plan a budget and request money from the state senate.

Article IX: Amendments

- A. Proposed amendments to the constitution shall be submitted in writing and shall thereafter be submitted to the executive board of officers who will present it to the complete board.

Article X: Ratification

- A. Women United of Clarion University of Pennsylvania shall be governed as stated in the above articles upon acceptance by the group, the student senate, the Vice President of student affairs, and the President of Clarion University of Pennsylvania.