

English Club of the University of Wisconsin-Sheboygan

Constitution

PREAMBLE: The purpose of the English Club of the University of Wisconsin-Sheboygan is for students who enjoy reading, talking about, and/or viewing (film versions of) literature to get together to do that. We shall also talk about what students can do with an English degree, how/where to apply for Graduate School in English, and listen to lectures/readings by published authors/experts on their areas of literary expertise.

The purpose and activities of the organization are lawful and not in conflict with university policies and regulations.

I. The name of this organization shall be the English Club of the University of Wisconsin-Sheboygan.

II. Membership and Advisors

A. No student shall be denied admission to, participation in, or the benefits of, or be discriminated against in any service, program, course or facility of the University of Wisconsin-Sheboygan because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, parental status or political affiliation. Participating membership will include at least three students in good academic standing.

B. Attendance

i. A person becomes a member by attending meetings on a regular basis. There will be meetings once or twice a month. A maximum of 3 unexcused absences will be allowed per semester. Continued participation is necessary to remain active.

C. Advisor(s) for the English Club of the University of Wisconsin-Sheboygan can be any Faculty or Staff Member from the English Department who volunteers for the position or is selected by the members. The advisor(s) shall advise the organization on school related activities and assist the club to achieve its goals.

III. Officers

Officers will consist of a President, Vice-President, Secretary, and Treasurer. If the position of presidency is vacant, the vice-president will succeed as

president. An election will be held to fill the position of vice-president. Vacancies in any other positions will be filled by special elections. The term of officers is one academic year. The officers will have the option to choose not to hold their position for the second semester if they feel they will not be able to fulfill their duties. Special elections will be held for these circumstances as needed. The new officers shall take office after elections. Officers will be elected by anonymous ballot fall semester (typically in September) and their terms of office shall run one academic year.

Responsibilities of the officers

A. President

- i. Assure regular meetings
- ii. Run the meetings
- iii. Assist other officers in any way possible

B. Vice President

- i. Keep list of members and monitor attendance
- ii. Initiate events on campus
- iii. Fulfill duties of president in his/her absence

C. Secretary

- i. Inform other members of meeting and event times
- ii. Keep minutes of meetings

D. Treasurer

- i. Oversees fundraising committee
- ii. Keep accurate records of monetary transactions
- iii. Balance budget

E. Advisors

- i. Oversee the workings of the organization

ii. Keep track of and advise the officers in the group's progress

IV. Executive Committee – N/A

V. Meetings

Meetings will be held at least once a month during the semester. The day and time will be agreed upon each semester according to the membership. The president shall call special meetings when he/she deems it necessary. Meetings will be announced via email/postings on campus. A minimum of 40% of the membership shall constitute a quorum

VI. Finances

English Club will be financed through fundraising projects, donations, sponsorship, and SGA/SLIC funds. No dues shall be required of the individual membership. Expenditures shall be authorized by the officers of the organization with advisor's approval. In the event that English Club should ever dissolve, any remaining SGA/SLIC money shall revert to SGA/SLIC. All self-generated funds will be donated to literacy services in Sheboygan at that time. All organizational funds shall be kept by the treasurer in one general account. The treasurer will cooperate in every way with the agency mandated by University relations. The advisor shall have his/her name on all accounts, in the event the organization dissolves.

IX. Amendments

Amendments may be added by a 75% majority vote of the members present. Voting may be held at the regular or special meeting. The amendments to be voted on must be submitted in writing to the president at least two weeks prior to the voting or it is to be read by the secretary at the preceding meeting.

X By Laws.

By Laws to the constitution can be verbally presented at any meeting, and then submitted in writing. A vote shall be taken at the following meeting for all those with knowledge of the proposed change, and it must be passed by a 75% majority.

VIII. Ratification

Upon the approval vote of the English Club of UW-Sheboygan, members and advisor(s) will submit the constitution to the Student Government Advisor

/SLIC for ratification and approval. When on file in the office of the Student Government Advisor, this constitution shall be deemed official by the university and Student Government Association.

IX. Date of Constitution

The constitution will be reviewed and updated a minimum of every three years.