

University of Wisconsin Sheboygan
South East Asian Club (SEAC) Constitution

Article I: Mission

SEAC is a collection of diverse South East Asian cultures whose mission is to lead the way to enrichment of its members, school, and community through education, service, and acquirement of leadership skills.

Article II: Membership

Section A: Joining SEAC

1. SEAC is open to any student enrolled at the University of Wisconsin Sheboygan whether they are full-time or part-time.
2. Anyone who is interested in a cultural experience or displays any interest in diverse cultures.

Article III: Voting

Section A: A quorum will be composed of 6 or more people. However, if not enough active members are available; the officers will suffice.

Section B: Each member of good standing may vote.

Section C: Proxy voting will only be allowed by notifying the President or the President and Vice President in combination.

Article IV: Holding an Officer Position

Section A: SEAC shall have a President, Vice President, Secretary, Treasurer, and Public Relations position. These officers comprise of the Executive Committee or Executive Board.

Section B: All Officers MUST be an active member of SEAC.

Section C: The term of office shall be for one whole academic year.

Section D: Election of new Officer Positions will be held at the end of spring semester.

*A notification will be given two weeks before the election of new Officer Positions at the end of spring semester.

Section E: Any officer may be removed from membership by three quarters vote of the Executive Board. (Before hand, it is strongly recommended that Executive Board discuss

matters with Advisor.) Any officer removed may appeal to the general membership. Said officer shall be reconsidered reinstated with three quarters votes of active members.

Section F: Any vacancy, which may occur in an office, shall be filled by appointment by the President pending ratification at the next group business meeting.

Article V: Officer Duties & Requirements, Member Responsibilities

Section A: Officer Positions

The President

1. The president will supervise and facilitate group meetings.
2. Final decision maker in officer meeting.
3. Promote and recruit members.

The Vice-President

1. Step into the role of the president when the president is not present at meetings, events, etc.
2. Spokesperson at the meetings.

Secretary

1. The secretary will be keep track of the minutes at all meetings and the meetings of the executive board.
2. Provide a copy of minutes to each officer.
3. Maintain complete and accurate account of attendance and membership status.

Treasurer

1. Keep track of all financial transactions.
2. Develop quarterly reports containing a list of receipts and disbursements.
3. Process reimbursements with the help of an advisor, Student Life Advisor, or Business Services Office.
4. Preparing the budget for SEAC.

Public Relations

1. Acts as liaison between clubs, schools, and the community.
2. Oversees and approves of promotional advertisement.

Section B: Requirements of an Officer

1. All officers must have a G.P.A. of 2.5 or higher and be present 3 meetings a month.
2. All officers must be a member of SEAC.

Section C: Members and Responsibilities

1. For an individual to be considered a participant in any of the activities of SEAC, the student must have a GPA of 2.0 or better.
2. The student must be present for two meetings a month (to be excused, a notice must be sent to the President or Vice President at least 4 days prior to the meeting).
3. S/he must have 75% participation in group activities (events included).
4. To be considered eligible for Leadership Conference Trips, the student must meet the above three requirements.

Article VI: Vision

1. Encourage individual potentials.
2. Be an active club on and off the UW-Sheboygan Campus.
3. Reach out to the community by logging in service.
4. Gain leadership skills and teamwork.

Article VIII: Notice of Meetings

Section A: The times for regularly scheduled meetings shall be every Wednesday at Noon.

Section B: At least 7 days notice shall be given for each regular business meeting.

Section C: Special or emergency meetings may be called with less than 24 hours or 3 days notice by the Executive Board.

Article IX: Parliamentary Procedure

Section A: SEAC's rule of revising The Constitution is with a 2/3's vote from the members of the committee, to correct an error.

Section B: A two – three year renewal is required for the Constitution.

* The rules may be suspended by two-thirds vote of the present membership.