

Central Washington University History Club Constitution

Article I PREAMBLE

Section 1.

We, the Central Washington University History Club, shall promote and encourage the study of History, support excellence in historical scholarship and promote historical scholarship at Central Washington University and in the Pacific Northwest both on and off campus.

Section 1.A.

Additionally, we shall establish a welcome environment for all students and faculty regardless of political affiliation, sexual orientation, race, gender, marital status, sex, or nationality in which they may engage in open and honest discourse and debate with one another without fear of intimidation or discrimination.

Article II NAME

Section 1.

The name of the club officially shall be known as the Central Washington University History Club.

Section 1.A.

The Club may also be referred to as the History Club, CWU History Club, CWUHC, or the club.

Article III **MEMBERSHIP**

Section 1.

Any and all students or faculty of Central Washington University are welcome to join and attain membership to CWUHC.

Section 1.1.

Students are anyone enrolled at Central Washington University and taking a minimum of one (1) credit.

Section 1.A.

Member is any one person who has attended two consecutive club meetings or has attended three non-consecutive meetings within a quarter in an academic year.

Section 1.A.2.

Only those meeting these qualifications will be eligible to vote on CWUHC matters requiring a vote.

Section 2.

Membership, once confirmed, will give the club member access to all club benefits. Club membership can be revoked if the member engages in activity offensive or inappropriate. The club officers will document complaints as infractions and upon two (2) or more infractions may revoke club membership.

Section 2.A.

In the event a member has two (2) or more infractions, the officers will vote to revoke that member's club membership. A simple majority is needed to revoke.

Section 2.B.

If an act is deemed so heinous, as determined by a majority vote of the officers, then club membership shall be immediately revoked.

Section 3.

Members are encouraged and welcome to participate in club business and in activities and events in which the club is participating.

Article IV CLUB OFFICERS

Section 1.

Club Officers will henceforth refer to the collective grouping of the President, Vice-President, Secretary, Treasurer, Club Senate Representative (or Senator), and Student Academic Senator whether as a whole or in part.

Section 2.

Each officer will be prescribed tasks unique to that office.

Section 2.A.

The president will act as official head of CWUHC. He or she will schedule and conduct all CWUHC meetings, bring forth and administrate club business (including preparation of meeting agendas), and oversee coordination between other CWUHC officers.

Section 2.B.

The duties of the Vice-President will be those of public relations and recruitment. The Vice-President will also be expected to assist the President in building publicity and generating student awareness of CWUHC events and meetings.

Section 2.B.1.

The Vice-President will be in charge of tabling. He or she is expected to ensure tabling takes place at least once per quarter to ensure ongoing outreach from the club.

Section 2.C.

The Secretary will be responsible for taking minutes at each meeting, keeping an up-to-date listing of club members, and contact information. He or She is also expected to keep records of minutes and agendas (and other important documents), and ensure that club members have regular access to such information.

Section 2.C.1

The Secretary will be responsible for all communication coming from the CWUHC. The Secretary will also keep on file any communication the club has received. This will ensure that an extensive record of all communication is kept on file for public and club records.

Section 2.D.

The treasurer will be responsible for keeping an up-to-date and accurate ledger of club income and expenses. Funds requests, if and when they should ever be made, will be completed by the treasurer.

Section 2.E.

The Club Senate Representative, or Senator, will be responsible for attending Club Senate meetings, taking notes at said meetings and presenting information to the club. If the club senator is unable to attend a Club Senate meeting, he or she is to find a replacement for that meeting in a timely manner.

Section 2.E.1.

The Club Senate Representative shall work with the club treasurer in completing the funds request packet when requesting funds from Club Senate.

Section 2.F.

The Student Academic Senator will be responsible for attending Student Academic Senate meetings, taking notes at said meetings and presenting information to the club. If the Student Academic Senator is unable to attending a Student Academic Senate meeting, he or she is to notify his or her alternate senator.

Section 2.F.1.

The Student Academic Senator must be granted recognition through the Associated Students of Central Washington University Board of Directors (ASCWU-BOD). The Student Academic Senator must be in good academic standing and have declared their major in the History department of Central Washington University (CWU) for at least one quarter, excluding summer quarter.

Section 2.F.2.

The Student Academic Senator shall work with the Club Treasurer in completing the funds request packet when requesting funds from Club Senate.

Section 3.

All Club Officers Shall:

1. Be elected at the end of each academic year by a simple majority of all club members.
2. Unless a member is to be replaced mid-term.
3. Attend all meetings, with allowance for two unexcused absences.

Article V **ELECTIONS AND RECALLS**

Section 1.

Elections for officer positions shall be held the second to last club meeting of the academic calendar year.

Section 1.A.

Officer positions shall be elected with a simple majority of the club members.

Section 2.

Eligibility to run for an officer position, one must first be a member as described by the constitution before election day.

Section 2.A.

Exceptions to Article V, Section 2 are as follows:

1. The original creation of the club.
2. The need to fill board positions to ensure the future of the club.

Section 3.

New officers will be announced immediately following each vote.

Section 4.

If it is believed that an officer has failed to meet their responsibilities, then a club member may choose to call him/her before the club to defend oneself. The club may then vote and a 2/3 majority shall recall the officer from their post.

Section 4.A.

In the case of a recall, then the board may fill the seat pursuant with Article V

Article VI CONSTITUTION

Section 1.

Changes to the constitution will be made by the board. Any club member may submit a proposed change to the board. A three-fourths majority is needed for any additions or changes to pass. If no consensus can be made on proposed changes, the proposal can then be brought to the entire club for consideration – passing at a three-fourths majority.

Section 1.A.

At the end of each academic school year, the constitution is to be reviewed by both that year's board and the newly selected board, and is to be edited as the two parties see fit. On the last club meeting of the academic year, the revised constitution will be put to a vote by the club – changes passing at a three-fourths majority

Section 1.A.1.

Any amendments and/or edits to the constitution shall result in the updating of the footer information. The creation will always be October 10th, 2013, but the Revised and Approved dates must be adjusted to reflect the current time when completed.

Article VII MEETINGS

Section 1.

The club, within the first two weeks of each quarter will determine the meeting schedule for the club.

Section 1.A

If the originally determined club meeting time is no longer adequate for the ongoing of the club, as determined by the officers, the club meeting times may be changed.

Section 2.

Meetings will be help on a weekly basis.

Section 3.

Officers are required to hold special meetings, henceforth known as officer meetings, additional to regularly schedule club meetings. These special meetings are designed to ensure the accuracy and efficiency of all matters related to the club.

Section 3.A.

Special meetings may include a set time set aside either at the beginning or the end of a regularly scheduled club meeting, creating an opportunity for non-officers to observe business during these officer meetings.

Article VII PHI ALPHA THETA HONORS SOCIETY

Section 1.

Phi Alpha Theta Honors Society is known as the National Phi Alpha Theta History Honors Society.

Section 2.

Membership into CWUHC does not guarantee membership into the National Phi Alpha Theta History Honors Society, henceforth PAT, or the regional chapter of PAT.

Section 2.A.

Members wishing to join PAT may petition the PAT advisor and request the appropriate paperwork for admission, submitted annually each Spring Quarter.

Section 3.

Eligibility to join PAT is based on criteria set by PAT and the CWU History Department.