

## **Diversity Club Constitution and By-Laws**

### **ARTICLE I: NAME & PURPOSE**

**Section A: Name** – The name of this club shall be The Diversity Club.

**Section B: Purpose** – The purpose of this club shall be:

1. To enhance the multicultural knowledge of university students and the community.
2. Bring awareness about our students' cultural diversity.
3. Provide a place for students to learn more about their peer's culture.
4. To increase knowledge and understanding of diversity and inclusion.
5. To grow the culture of inclusivity on campus including but is not limited to religion, gender, race, nationality, sexual orientation, socioeconomic status, ethnicity, physical and mental disability, age, marital status, and other protected class under the Federal and State laws.

### **ARTICLE II: MEMBERSHIP & DUES**

**Section A: Eligibility** – Membership must be open to all students, where appropriate, regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. This statement must be presented verbatim in the constitution.

**Section B: Dues** – As of September 21, 2017, there are currently no fees associated with joining the Diversity Club.

### **ARTICLE III: OFFICERS**

**Section A: Officers** – The officers shall be a President, Vice-President, Secretary, student senate elected representative, and Treasurer.

**Section B: Eligibility** – Officers must be full-time students at Marian University, and participate in at least half of the bi-monthly meetings. Officers may meet outside of the set bi-monthly meetings to plan events.

**Section C: Election** – The officers shall be elected by members of the club. Officers must maintain a GPA at least 2.75 on a 4.00 scale. President and Treasurer must be a sophomore or higher. There are no limit in reelections of terms.

**Section D: Term** – The officers shall serve for one year and their term of office shall begin at the middle of the fall semester.

**Section E: Vacancy** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

#### **ARTICLE IV: DUTIES OF OFFICERS**

**Section A: President** – It shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club with the local media (see Marian University media policy)
- Appoint members to the board in case of emergency

**Section B: Vice President** – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as chairperson of the Program Committee
- Organize diversity events, responsible for promotion on social media

**Section C: Secretary** – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club
- The position of Secretary may be reassigned by the President at his discretion without requiring the majority of votes from the council

**Section D: Treasurer** – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures
- Coordinate all refreshments for club activities as requested by the President of The Diversity Club
- Shall hold class rank of a sophomore or higher
- Keep the position for two years
- Upon evidence of money laundering, the position of Treasurer will be immediately terminated and the serving member will be denied rite of passage to the club for the remainder of their academic career

\*All officers have the right to delegate duties to other members of the club as needed

#### **ARTICLE V: MEETINGS**

**Section A: Meetings** – Regular meetings shall be held every other week during the regular school year.

**Section B: Special Meeting** – Special meetings may be called by the President with the guidance of the club advisors.

**Section C: Quorum** – A quorum shall consist of two-thirds (2/3) of the membership.

#### **ARTICLE VI: ELECTED COUNCIL**

**Section A: Responsibility** – Management of this club shall be vested in the elected council responsible to the entire membership to uphold these bylaws.

**Section B: Membership** – This council shall consist of the officers as listed in Article III and the faculty/staff advisors.

**Section C: Meetings** – This council shall meet as needed to organize and plan future activities.

## **ARTICLE VII: ADVISORS**

**Section A: Selection** – there shall be three faculty/staff advisors who shall be selected each year by the student officers. The advisors must be a full/part time committed faculty or staff member at the university.

**Section B: Duties** – The responsibilities of the faculty/staff advisors shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Provide direction in the area of meeting facilitation, group-building, goal setting, and program planning.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.
- The advisors must be responsible for assisting the Treasurer with financial statements.

## **ARTICLE VII: AMENDMENTS**

**Section A: Selection** – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

**Section B: Notice** – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]