

# **Constitution of the Professional Writing Club**

## **Article I < Name**

This organization shall from this point on be known as the Professional Writing Club.

## **Article II < Purpose**

The purpose of this organization is to promote, advance and encourage professional writing students in the development of their scholastic careers and to facilitate the growth of community with alumni and within the program.

## **Article III < Membership**

Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

Any Purdue University student or graduate student is eligible for membership. Purdue University staff and faculty are eligible for adjunct membership, which means they may not vote or hold office.

To be considered a member of the Professional Writing Club, a student must:

1. Pay club dues of \$5.00/semester or \$10.00/year by November 1<sup>st</sup> during the fall semester and/or March 1<sup>st</sup> for the spring semester.
2. Attend a minimum 75% of scheduled general meetings. Students who expect to have conflicts due to evening exams, employment, illness, or out-of-town commitments must notify the officers in writing by midnight of the day of the scheduled meeting.

Members who fail to adhere to the requirements for dues and attendance will lose the following privileges:

1. Membership Status
2. Ability to vote, including in elections and for constitution changes
3. Ability to run for and hold officer positions
4. Recognition for involvement in club-related endeavors, including publications and community service projects.

## **Article IV < Officers**

The management of the Professional Writers Club shall be entrusted to the club's officers; who shall consist of the President, Vice-President, Secretary, Treasurer, Web Master and Social Coordinator.

All Officers' terms are one year starting from the date of the election. However, with the graduation and/or resignation of an officer prior to the years end, a chosen

member will fill the position once they have been nominated and seconded by a majority of the PW club.

### **Article V < Officers and Duties**

- A. President:** The President shall preside at meetings, enforce the laws and regulations for the organization and shall carry out the will of the members.
- B. Vice-President:** The Vice-President is responsible for presiding at those meetings that the President can not preside at. The Vice-President will take over the responsibilities of any vacant positions until elections can be held to fill that office.
- C. Secretary:** The Secretary shall keep the minutes of all meetings and records of all club activities.
- D. Treasurer:** The Treasurer keeps accounts, deposits the organization's funds, and makes expenditures in a manner approved by the Business Office for Student Organizations.
- E. Social Coordinator:** The Social Coordinator shall be responsible for maintaining copies of all club correspondence with outside entities. The Social Coordinator will also be responsible for arranging visits with outside individuals and companies.
- F. Web Master:** The Web Master shall be responsible for the content and design of the home page on the world-wide-web.

It is the responsibility of all officers to attend as many club meetings as is practical.

### **Officer Negligence Clause**

If any officer is absent from three meetings, officer only or general, then the remaining officers will hold a vote to determine the status of the negligent officer. If the vote results in a tie then the issue will be voted on in the next meeting. This process will continue until such time as there is a majority vote. The negligent officer will not have voting privileges for this process.

**Article VI < Amendments**

This constitution may be amended at any regular meeting of this organization, or at any special meeting called for that purpose, provided due notice of the proposed change has been given, and a three-quarters vote of a quorum of the club so vote. All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students.

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Date of Adoption

\_\_\_\_\_  
Date of recognition

\_\_\_\_\_  
President's signature

\_\_\_\_\_  
Office of the Dean of Students

\_\_\_\_\_  
Advisor's signature