French Club Constitution

University of Wisconsin - Platteville

Article I: Declaration

Section 1.

The name of this organization will be French Club.

Article II: Purpose

Section 1.

French Club will give members a relaxed environment in which to practice speaking French outside of the formal classroom as well as provide the opportunity for members to participate in cultural events. French Club will also promote the understanding, study and appreciation of the French language and culture.

Article III: Membership

Section 1.

Membership is open to all students, faculty, and staff at UW-Platteville. A member is defined as anyone who pays dues.

Section 2.

“In accordance with state and federal laws and University of Wisconsin System policy, no student may 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 – Platteville because of the student’s race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status” (UW-Platteville Policies and Procedures Handbook).

Section 3.

French Club will consist of general members, an advisor, and four elected officers: two Co-Presidents, Secretary, Activities Coordinator and Webmaster. The Activities Coordinator and Webmaster may also hold another office, provided that no one person solely holds more than two offices at any time.

Article IV: Elections
Section 1.

Elections for officers will be held once an academic year during a regular monthly French Club meeting. Members will be advised of the election during the previous French Club meeting, as well as by e-mail. Should any executive board member be unable to perform their duties, an election may be held to reassign their position to another member.

Section 2: Nominations.

Members are encouraged to nominate other students or themselves for an officer position prior to the election meeting. Nominees have the right to decline any nomination. All nominees must fill out a Candidate Information Form prior to the election. The forms can be obtained from the French Club advisor. The forms must be returned to the advisor no later than 4pm on the day immediately preceding the election meeting.

Section 3: Procedure.

Officers will be elected by secret sliding ballot. All dues-paying members will be given one ballot for each position. Elections will be started by voting for the two Co-President positions. The nominees who do not become Co-Presidents have the option of then sliding down the ballot to run for other positions, and so on. Candidates must have a Candidate Information form completed and submitted to the advisor for each position he or she wishes to slide down the ballot to. If a nominee is unable to attend the election meeting, his or her Candidate Information Form shall serve as the decision whether or not to slide down the ballot. Winner for each position is determined by a plurality of votes. All active, dues-paying members, including officers but excluding the advisor, may vote. However, in the event of a tie, the advisor may cast the deciding vote.

Article V: Duties

Section 1: Co-Presidents.

The Co-Presidents shall coordinate to maintain these responsibilities:

1. Be full-time, UW-Platteville students taking at least 12 undergraduate credits or 9 graduate credits.
2. Be an active, dues-paying, member of French Club at the time of or prior to an election.
3. Have the power to call meetings.
4. Preside over all monthly, special, and all executive board meetings.
5. Be the legal representatives of French Club.
6. Enforce and interpret the French Club constitution and university policies and regulations.

7. Meet with other Executive Board members and/or the advisor prior French Club meetings to prepare an agenda.

8. Create agendas as needed.

Section 2: Secretary.

The Secretary shall:

1. Be an active, dues-paying member of French Club prior to becoming Secretary.
2. Keep minutes of meetings as needed.
3. Keep accurate attendance records of all meetings.
4. Type minutes and distribute them to officers and the advisor, either by hard copy or email.
5. Post one copy of the minutes on the French Club bulletin board.
6. Attend all Executive Board Meetings.
7. Send e-mail to members informing them and post notices on the French Club bulletin board and in the Orange & Blue of upcoming French Club meetings and events.

Section 4: Webmaster.

The Webmaster shall:

1. Be an active, dues-paying member of French Club prior to becoming Webmaster.
2. Update and maintain the French Club social media or pioneer link as necessary
3. Post copies of the minutes from each meeting on web pages.
4. Attend all Executive Board meetings.

Section 5: Activities Coordinator.

The Activities Coordinator shall:

1. Be an active, dues-paying member of French Club prior to becoming Activities-coordinator.
• 2. Establish and oversee an activities committee each semester which will publicize, plan, and execute French Club events and activities in conjunction with other members of the executive board.

• 3. Attend all Executive Board meetings.

• 4. Work with the advisor and know the current budget and funding situation.

Section 6: Advisor.

The Advisor shall:

• 1. Guide the officers and French Club in realizing their goals as an organization.

• 2. Be a non-voting member of the organization, except in the event of a tie.

• 3. Be present at all meetings and cultural events.

• 4. Be a person with a good working knowledge of the French language, who is a faculty or staff member or be approved by the office of the Assistant Chancellor for Student Affairs.

• 5. Be responsible for managing the French Club ledger.

• 6. Keep accurate records of financial accounts and statements.

• 7. Give a report of the checkbook balance at all meetings.

• 8. Have the power to sign all checks and assist the French Club officers in the process of approving expenditures.

• 9. Incorporate the French club agenda, events, and activities into curriculum.

Article VI: Office Vacancies

Section 1: Co-President.

In the event that a Co-President resigns or can no longer fulfill the obligations of the Co-Presidency, another election will be held as soon as possible to fill the position. The new officer must be approved by a majority vote of all dues-paying members who are present at that meeting.

Section 2: Secretary.

In the event the Secretary can no longer fulfill their duties, that position is opened to the voting members. The new officer must be approved by a majority vote of all dues-paying members who are present at that meeting.
Section 3: Webmaster and Activities Coordinator.

In the event that either the Webmaster or the Activities Coordinator can no longer fulfill his or her duties, that office is opened to the voting members. The new officer must be approved by a majority vote of all dues-paying members who are present at that meeting. If there is no interest in the position, the duties of that office shall become the collective responsibility of all other Executive Officers.

Article VII: Impeachment

Section 1.

If the voting members of French Club believe that an Executive Officer is not fulfilling his or her duties to the best of his or her abilities, they can move for impeachment. That officer will be notified and will be allowed to speak at the following meeting. The executive impeachment is a closed vote and requires that half of the dues-paying members of the club be present at the voting meeting. A 2/3 majority of those present is required to remove the officer from his or her post.

Article VIII: Meetings

Section 1.

French Club meetings will be held on a monthly basis. The President and the Advisor have the power to call meetings. The advisor will inform his or her French classes of upcoming meetings. E-mail notices will also be sent out by the secretary informing members of upcoming meetings. Quorum will be ½ of the voting members.

Section 2.

Robert’s Rules of Order, Newly Revised shall be the parliamentary guide of all matters not specifically covered by this constitution.

Article IX: Dues

Section 1.

The amount of dues to be paid by each member will be determined by the Executive Board according to the financial need of the organization. Dues will be collected by the Advisor and will fund social activities throughout the academic year. Upon dissolution of French Club, dues will be divided equally and dispersed among the current dues-paying members; any allocated University fees will be returned to the Segregated University Fee Allocation Committee.

Article X: Constitutional Amendments

Section 1.
Any part of the constitution can be changed with a 2/3 vote of all dues-paying members of French Club. Members must be notified of possible changes to the constitution a minimum of one week prior to voting on the change. The approved amendments will then be sent to the Student Organization Committee.