

# **CULTURAL EXCHANGE CLUB**

## Constitution

**I. Purpose of the CEC is to increase awareness and understanding of people with different cultural backgrounds.**

**II. Officers**

The officers will consist of a President, Vice-President, Secretary/Reporter, Treasurer, and Historian. Terms will be for one full year beginning with the Fall semester. If any officer leaves the position or fails to carry out their duties, the club may re-elect that position to complete the term.

Officers may serve more than one term if elected.

If an officer has to miss a meeting, they must delegate their duties for that meeting to another club member.

Officer responsibilities:

**President**

- Ø Conduct meetings
- Ø Determine times for meetings
- Ø Delegate responsibilities for club functions

Note: In the absence of the President at a meeting, the next officer will reside in this order: Vice-President, Secretary/Reporter, Treasurer, Historian.

**Vice-President**

- Ø Serve as President in the President's absence
- Ø Assist the President when needed
- Ø Advocate for new club members

**Secretary/Reporter**

- Ø Take minutes of the meetings
- Ø Advertise for meetings and events
- Ø Keep membership rolls

**Treasurer**

- Ø Collect and dispense money
- Ø Keep records of finances
- Ø Propose money making projects

### **Historian**

- Ø Keep records of club events to include in the scrapbook
- Ø Take pictures of members and events
- Ø Assist club sponsors with information and displays for bulletin board

### **III. Membership**

Membership will be open to all students, faculty, and staff at NWACC.  
Attendance at a CEC meeting qualifies one to be a member.  
Members who have missed 3 consecutive meetings will not be considered active.  
Participation is welcome by both active and inactive members in club events.

### **IV. Conducting Business**

- Ø Meetings will be held approximately twice a month – one primarily focused on official business, the other a social event.
- Ø At least once in both the Fall and Spring semester, the club will conduct a project of their choosing to further cultural understanding in the community.
- Ø Voting will be by a show of hands. If anyone requests a private ballot, it will be done by ballot.
- Ø If a decision is made by ballot, the acting President and the Treasurer will count the ballots. If the Treasurer is not present, then the sponsor will assist with counting.
- Ø It takes a simple majority for something to pass.
- Ø In order to vote on official business 55% of active members must be present.
- Ø All active members may vote.
- Ø Inactive members will become active on the 2<sup>nd</sup> consecutive meeting that they attend.
- Ø In the case of a tie vote, the issue will be tabled until the next meeting. However, if the business decision has to be concluded at the present, the officers will make the determination. If the officers tie, the acting President will make the determination.

Club Advisors:

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