



Penn State Wilkes-Barre Business Club Constitution

Article I – Name, Nature, and Purpose

- Section 1 This organization shall be known as the Penn State Wilkes-Barre Business Club (PSWBBC).
- Section 2 The purpose shall be the dissemination of knowledge, theory, and practice of all aspects pertaining to management, marketing, and financial services in the business environment, as well as the furtherance of the professional development of its members.
- Section 3 The organization and operations of the branch shall be in accordance with the Constitution and By Laws of the PSWBBC.

Article II – Membership

- Section 1 Full membership shall be limited to the students of the Penn State Wilkes-Barre campus. Faculty and staff who are members of the PSWBBC shall be granted Associate Membership in the branch.
- Section 2 Membership and participation in branch activities shall be free from discrimination based on gender, race, religion, disability, or sexual orientation.

Article III – Officers

- Section 1 The officers of the branch shall be a chair, a vice-chair, a treasurer, a secretary, a public relations officer, and a student government representative.
- Section 2 Only full members in good standing shall be eligible to hold office. Associate members shall not be entitled to vote or hold office.
- Section 3 The term of office shall ordinarily be one year and shall begin on the first day of the fall semester each year.
- Section 4 Election of officers for the following year shall be held no later than the second to last meeting of the spring semester. Candidates for the office of chair must have previously served as an elected officer of the branch. In the event that no candidate met this requirement, each candidate who receives the endorsement of both the chair and the branch advisor will be allowed to run.

Article IV – Executive Committee

- Section 1 The management of the affairs of the branch shall be in the hands of the Executive Committee, consisting of the duly elected officers of the branch and the advisor appointed by the PSWBBC. The branch chair shall also chair the Executive Committee. Other committee chairs and appointed officers shall be ex-officio members of the Executive Committee.
- Section 2 The Executive Committee shall be the governing body of the branch and shall transact all business it deems advisable, including the filling of vacancies in offices, authorization of expenditures, etc.

Article V – Duties of Offices

- Section 1 The branch chair shall preside at all meetings of the branch, shall appoint all committees, subject to the approval of the executive committee, and shall assume all other executive duties not otherwise delegated. The branch chair shall represent the PSWBBC at SGA meetings, unless otherwise delegated.
- Section 2 The vice-chair shall perform all functions of the branch chair in the absence or upon request of the chair.
- Section 3 The branch secretary shall keep a record of all activities of the branch and shall record the number of members at each meeting or activity. The secretary is responsible for the filing of the Annual Plan of Activities and the Annual Report of Activities of the PSWBBC Student Services in a timely manner. The secretary shall carry on all other communications necessary to the activity of the branch and ensure that all activities of the branch are in accordance with this constitution.
- Section 4 The treasurer shall receive all money and pay all debts of the branch authorized by the branch chair, and shall keep and exact account of all receipts and expenditures. The treasurer shall also complete the year-end Financial Statements for the inclusion in the annual report. Further, the Treasurer shall be responsible to complete the request and completion of financial paperwork needed to conduct an activity.
- Section 5 The public relations officer shall bring the advantages of membership in the branch, and in the PSWBBC, to the attention of all potential student members. The PR officer shall organize all membership drives.

Article VI – Standing Committees

- Section 1 The chair shall appoint the following standing committees, or their equivalent.
- Section 2 The program committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings. The program committee shall be responsible for proper advertisement of each meeting. The student branch vice chair shall normally chair the program committee.
- Section 3 In addition to the above standing committee(s), the student branch chair may appoint other committees deemed necessary with the permission of the branch chair.

Article VII – Meetings and Attendance

- Section 1 The branch shall hold regular and special meetings at such places and time as designated by the Executive Committee with a minimum of four meetings per semester.
- Section 2 Attendance is mandatory at all meetings unless excused for a legitimate reason. Should members exceed 3 unexcused absences per semester, the executive board holds the right to strip an individual of membership in the PSWBBC.
- Section 3 The branch shall encourage an attendance average greater or equal to fifty percent at club functions by members to be considered an active member.

Article VIII – Service Requirements

- Section 1 The PSWBBC is required to complete two service projects; one community and one campus per year, with at least one on each semester.
- Section 2 Attendance at service projects is mandatory unless a legitimate excuse is presented. Members who do not complete at least fifty percent of the projects will not be considered an active member of the PSWBBC.

Article IX – Amendments

- Section 1 The branch is empowered to adopt by-laws, which are consistent with this constitution.
- Section 2 In the event of an emergency may occur between meetings, with the advice and consent of at least fifty percent of the executive board, the chair holds the right to take action to carry out such items deemed necessary to uphold the PSWBBC's mission, provided this item does not conflict with standards, opinions, and procedure of the PSWBBC. This will be in effect until the next meeting held by the branch.
- Section 2 The constitution may be amended by a two-thirds vote of the members of the branch present and voting, provided the amendment proposed had been duly publicized at a time greater or equal to seven days prior to voting and provided the quorum is met. Such amendments become effective only upon the approval of the Executive Committee, but such approval shall be unduly withheld.