

Claremont Colleges League of Women Voters Constitution

Article I – Name

The name of this organization is the *Claremont Colleges League of Women Voters* (hereafter referred to as LWV, the league, or the organization).

Article II – Purpose

The LWV will facilitate engagement with local issues and voter education advocacy. Club activities will include taking part in grassroots advocacy, partnering with local community leaders and high schools, meeting to discuss and plan future advocacy efforts, and putting on events related to local issues and electoral politics. The club will connect students at the 5Cs with the Mt. Baldy area chapter of the National League of Women Voters.

Article III – Membership

The LWV is an open membership club: membership will be open to all interested students at Pomona College, Scripps College, Claremont McKenna College, Pitzer College, and Harvey Mudd College.

Article IV – Non-Discrimination Clause

The LWV will not discriminate on the basis of race, religion, color, national or ethnic origin, sex, gender identity and expression, sexual orientation, class, marital status, or disability.

Article V – Officers

- 1) The LWV will have an Executive Board that comprises the league's officers. All decisions will be made by the Executive Board.
 - a) Vacant positions on the Executive Board will be selected through an application that will be reviewed by the Executive Board
 - b) The Executive Board will decide how many students will fill each officer position
 - c) The Executive Board can create additional officer positions as needed without amending this Constitution.
- 2) There will be three officer positions
 - a) President
 - i) Responsible for all organizational activities and the general administration of the league
 - ii) Will schedule and preside over all Executive Board meetings
 - iii) Will facilitate communication among league members
 - iv) Will work with the Vice-President to develop and manage the budget
 - v) Will work with the Vice-President to recruit new members
 - vi) Will work with the Vice-President and Board Members to identify future projects and plan events
 - vii) Elected by a majority of LWV members
 - b) Vice-President
 - i) Aids the President with the general administration of the league
 - ii) Will work with the President to develop and manage the budget
 - iii) Will work with the President to recruit new members

- iv) Will work with the President and Board Members to identify future projects and plan events
- v) Elected by a majority of LWV members
- c) Board Members
 - i) Assists the President and the Vice-President with identifying and selecting projects for the LWV to work on each semester
 - ii) Responsible for raising objections to any unethical activities
 - iii) Will apply to the position and be selected by the President and Vice-President

Article VI – Advisor

If the advisor goes on leave, retires, or is otherwise unable to serve in their position, the President, with the help of the Vice President, will select the new advisor.

Article VII – Meetings

Executive Board meetings will be held at least once a month. All-member meetings will also be held at least once a month. The Executive Board will call meetings and collectively determine the time and place.

Article VIII – Quorum

The President and Vice-President will have the joint authority to make organizational decisions. However, the President and Vice-President will seek consensus among all officers for important decisions.

Article IX – Successor Organization

Should this organization fail, the ASPC is entitled to receive the LWV's assets.

Article X – Amendments

Any member is entitled to propose an amendment to this Constitution. They must give notice to the Executive Board at least a week before calling a vote. An amendment will pass with the support of the majority of the Executive Board.

Article XI – Ratification

Adopting this Constitution will require the unanimous support of the Executive Board.

Article XII – Removal of Officers and Members

An officer may be removed only after every effort has been made by all parties involved to resolve the situation. If the situation cannot be resolved, then an officer can be removed from their position by a 2/3 vote of all club members. Approval to hold such a vote must first be obtained from the Smith Campus Center Assistant Director in charge of student organizations. The Smith Campus Center Assistant Director may, at their discretion, remove an officer from their role should circumstances require such action. Grounds for removal of an officer include, but are not limited to:

- 1) Inappropriate behavior and/or language Behavior that violates College policy and/or procedure
- 2) Direct knowledge of hazing incidents and/or failure to report such incidents

- 3) Direct knowledge of, advocacy for, and participation in illegal activities and/or behavior
- 4) Behavior resulting in unreasonable and/or unnecessary risk for students

In very rare cases, a student may be removed from membership for violating college policies or organization bylaws. A $\frac{3}{4}$ vote of all officers is required to remove a student from membership. All requests to remove a student from membership must be presented to and approved by the Smith Campus Center Assistant Director prior to removal. Grounds for removal from membership include, but are not limited to:

- 1) Inappropriate behavior and/or language
- 2) Behavior that violates College policy and/or procedure
- 3) Direct knowledge of hazing incidents and/or failure to report such incidents
- 4) Direct knowledge of, advocacy for, and participation in illegal activities and/or behavior
- 5) Behavior resulting in unreasonable and/or unnecessary risk for students

Claremont Colleges League of Women Voters By-Laws

I. Dues and Fees

The League will not require any dues or fees from members.

II. Executive Board

The Executive Board will operate in accordance with Article V.

III. Committees

Unless amended, the Executive Board will not be split into committees.

IV. Order of Business

- 1) The President will set the agenda of meetings
- 2) Any member can add to the agenda
- 3) A board member will take notes during each meeting
- 4) The President or Vice President will email all members after each meeting with relevant notes

V. Parliamentary Procedure

- 1) If a conflict arises members should reference "[Robert's Rules of Order.](#)"
- 2) Members may lodge a complaint against another member by taking their concerns to the President or Vice President. If the President or Vice President is unable to resolve the concern, they will take it to the Director of the Smith Campus Center.
- 3) Removal of officers and members should follow Article XII of the Constitution.

VI. Amendment Procedures

Any member is entitled to propose an amendment to these By-Laws. They must give notice to the Executive Board at least a week before calling a vote. An amendment will pass with the support of the majority of the Executive Board.