

**PUBLIC ADMINISTRATION & URBAN STUDIES
CONSTITUTION
2005-2006**

**Article 1.
Name of Organization**

This organization shall be known as the Public Administration & Urban Studies student group of the Lorain County Community College.

**Article 2.
Purpose and Objectives**

The purpose of the Public Administration & Urban Studies (hereafter referred to as PAUS) is to:

- Provide activism in Public Administration & Urban Studies
- Promote and enhance community outreach.
- To build leadership skills
- To contribute to the general welfare of Lorain County and its community through volunteering or any type of activity that improves the well being of the county and college.
- To stage successful fund raisers for non-profit groups and PAUS. This will build community outreach, as well as build leadership skills and education for PAUS members.

**Article 3.
Membership and Structure of Meetings**

SECTION I: General Membership

Membership in the PAUS is open to any student at Lorain County Community College, this includes Alumni and University Partnership students.

SECTION II: Voting Members

- To vote at a meeting, individual must place their name on the club membership prior to the last previous club meeting.
- A roster of voting members must be maintained by the club secretary.
- The meeting will be held monthly which is subject to change according to club activities; then they will be bi-weekly.

- Meeting time will be decided upon unanimously by its members.
- 72 hour notice to call an emergent meeting.
- Majority can call a meeting and the secretary must notify members.
- Meeting places must follow Lorain County Community College's guidelines.
- If you were unable to attend meeting; you can get meeting notes from secretary.
- On inception of PAUS we elected a:
 - 1) Advisor
 - 2) President
 - 3) Vice-President
 - 4) Treasurer
 - 5) Event Coordinators (2)
 - 6) Secretary

Article 4. Duties of Members

1. The duties of the President:
 - To call and preside over meetings
 - To serve as the PAUS representative to Lorain County Community College and its Senate.
 - To coordinate and work with the Advisor, Leadership, and members in setting the agenda.
 - To keep the group of PAUS functioning at an efficient level
2. The duties of the Vice-President:
 - To preside over meeting of the PAUS in the event President is absent.
 - To keep PAUS members well informed about upcoming campus and PAUS events.
 - To research any leadership seminars that PAUS can attend.
 - To assist the President with delegating for activities.
3. The duties of the Treasurer:
 - To call and preside over meeting on Financial affairs
 - To be aware of rules and regulations governed by Lorain County Community College and the Senate.
 - To call and preside over any financial decisions being made by PAUS.
 - To keep an accurate record of all PAUS disbursements and receipts.
 - To Balance and keep financial books.

- To report financial information to PAUS.
 - To serve as the PAUS representative to the Campus Senate.
 - To ensure proper ethical protocol is followed when accessing funds.
4. The duties of the Events Coordinator(s):
- To ensure deadlines for advertising are met.
 - To ensure flyers are distributed about upcoming event with protocol followed by Campus rules.
 - To request funds from treasurer with formal written request; give receipts and monies left back to treasurer.
 - To reserve rooms, lobbies, halls, courtyard etc. for events according to rules outlined by the Campus.
5. The duties of the Secretary:
- To take minutes and serve as the Communication Coordinator for PAUS.
 - To notify members of meetings.
 - Make sure that meeting rooms are scheduled in advance according to Campus outline.
 - To assist other cabinet members as needed.
6. The duties of Advisor:
- To ensure that the President and PAUS leadership is following Campus guidelines.
 - To keep harmony within PAUS members.
 - To attend meetings and to promote leadership.
 - To give opinions and structure to enhance PAUS.
 - The advisor will have a nonvoting role in PAUS.
 - The advisor must sign on all purchase requisitions written by the treasurer.
 - Membership majority will choose the advisor every January.
7. The duties of General Membership:
- To attend meetings
 - To vote on current curriculum
 - To volunteer for fund raisers and community outreach
 - To attempt to go to sponsored or financed events
 - To attend programs for leadership enrichment
 - To empower and encourage others to build leadership skills
 - To encourage new recruits to PAUS.

Article 5. Activities

PAUS will hold several activities throughout the year to promote leadership skills. PAUS will commit to hold at least one fundraiser during the 2003-2004 School year. Specific list and dates will be submitted to the Senate for approval. PAUS members will vote on which community organization they will assist. PAUS leadership will research upcoming events and seminars to build leadership skills that can be sponsored, or for a minimal fee to student to attend. There are seminars held for business that small and large groups can attend for a discounted price.

Article 6. Elections

In article 4 duties of Members; the leadership roles were listed. Upon inception of PAUS we elected:

- Advisor
- President
- Vice-President
- Treasurer
- Event Coordinators (2)
- Secretary

Elections will be held every January for the following school year. Any member can seek a leadership role that will be voted on. The term will start at the beginning of fall term each school year, and the duration will be through spring term of that year. Elections will be held at a well publicized meeting for all members to attend. If a member can not attend a voting meeting, that member will contact the secretary to give an absentee ballot.

Article 7. Amendments

This constitution is subject to change by amendments. An amendment will only be considered by 2/3 vote of the general membership population.

8/30/2005

Charlya Howard-President
Constitution was voted on by all members