

Constitution & By-laws
of the
STOUT COUNCIL ON FAMILY RELATIONS

October 2004

ARTICLE I.
SECTION I. **NAME**

The name of the organization shall be ***Stout Council on Family Relations***, which is a student organization of the University of Wisconsin-Stout.

ARTICLE II.
SECTION I. **ORGANIZATION PURPOSES**

The purposes of this organization are:

- A. To be a non-profit, professional student organization.
- B. To provide opportunities for individuals interested in family life to exchange ideas and concerns at regular meetings.
- C. To provide a means for a community effort to reach out to people in the Menomonie area.
- D. To conduct and participate in lectures, workshops and conferences on the local, state and national levels.
- E. To be affiliated with the National Council on Family Relations by being the first recognized undergraduate student chapter.
- F. To keep members updated on career possibilities in human development and family studies and related areas.

ARTICLE III.
SECTION I. **AFFILIATIONS**

The ***Stout Council on Family Relations*** shall be a chapter of the Wisconsin Council on Family Relations (WCFR) and the National Council on Family Relations (NCFR). A copy of the by-laws as amended from time to time, shall be filed with WCFR and NCFR.

ARTICLE IV.
SECTION I. **AMENDMENTS TO THE CONSTITUTION**

How to Amend

This constitution must be amended by a 2/3rds majority vote from the voting membership. Amendments shall be reviewed biannually and updated if necessary.

BY-LAWS

ARTICLE I.
SECTION I.

MEMBERSHIP

Qualification for Membership

Membership shall be open to full and part-time students at the University of Wisconsin-Stout who are interested in family life issues. Each member shall belong to at least one committee.

SECTION 2.

Membership Dues

Dues must be paid by the second meeting of each semester. The amount shall be determined by a majority of the officers at the beginning of each year. If a member of SCFR is also a member of NCFR, SCFR dues shall be waived. SCFR actively encourages all members and interested individuals to join NCFR.

ARTICLE II.
SECTION 1.

OFFICERS (Executive Board)

Officers shall consist of: President, Vice President, Secretary, Treasurer and WCFR Representatives.

A. President

1. Shall be a member of NCFR and WCFR and maintain a liaison with these two organizations.
2. Shall oversee that two representatives from SCFR attend
3. Shall communicate new information relevant to SCFR to the members at monthly meetings.
4. Shall brief the new President at the beginning of the term.
5. Shall preside at all regular SCFR meetings.

B. Vice President

1. Shall be the assistant to the President and shall communicate with the President regarding any information relevant to SCFR including meetings, agendas and events.
2. Shall take over duties of the President when the need arises.
3. Shall be the chairperson of the social committee and be responsible for organizing club activities and events for SCFR. The chairperson shall work together with the committee to plan and implement at least two activities per semester.
4. Shall brief the new Vice President at the beginning of the term.

C. Secretary

1. Shall take notes at the monthly meetings and post minutes one week following the meeting.
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3. Shall send thank you notes when appropriate.

4. Shall be the chairperson for the fundraising committee and shall develop and implement fundraising activities to raise money for SCFR.
5. Shall brief the new Secretary at the beginning of the term.

D. Treasurer

1. Shall write out checks, collect dues, make deposits, keep ledger balanced and keep receipts of all expenditures and a valid record of such.
2. Shall send in tax form by January 15th of each year.
3. Shall report the balance to the club at each meeting.
4. Shall be the chair person for the fundraising committee and shall develop and implement fundraising activities to raise money for SCFR.
5. Shall brief the new treasurer at the beginning of the term.

SECTION 2. Other appointed or elected positions.

A. Publicity Chairperson

1. Shall be responsible for all publicity for bi-weekly meetings. This includes posting announcements in all academic buildings, Memorial Student Union, residence halls and other areas as deemed necessary or relevant.
2. Shall speak to classes about SCFR and encourage students to join the organization.
3. Shall be involved in all recruitment efforts of SCFR.

B. Newsletter/Historian

1. Shall report news and activities to the members of SCFR in the form of a newsletter distributed between each meeting.
2. This person will keep a journal of the newsletters in the boxes in the Memorial Student Union and keep the scrapbook up-to-date.

C. WCFR Representative 1&2

1. Shall represent SCFR on the WCFR Board of Directors.
2. Shall inform SCFR membership of WCFR activities.
3. Shall attend WCFR board meetings.

SECTION 3. Advisors(s)

One faculty member from the School of Human Environmental Sciences shall be requested to serve as the advisor of ***Stout Council on Family Relations***. This person shall be present at all Executive Board meetings and shall be encouraged to attend the regular

meetings if possible. The advisor's term shall run two academic years.

ARTICLE III.
SECTION I.

ELECTIONS

Election of Officers

The election of officers shall follow the following procedure:

A. Officers shall be elected by secret ballot process of majority vote of members present at the date of elections.

1. Nominations shall be made in writing and submitted to the advisor prior to the November meeting.
2. Elections shall be held each year at the December meeting and the new officers shall preside at the first meeting of the spring semester.
3. All members in good standing shall cast one vote on elections and other issues.
4. Elections of officers and amendments to by-laws requires a quorum consisting of a majority of members in good standing.

ARTICLE IV.
SECTION I.

MEETING OF THE MEMBERSHIP

Regular Meetings

A. General meetings shall be held on the first Wednesday of the month, with the exception of the months that vacations coincide (then the meetings will be rescheduled). The third Wednesday of the month shall be designated as an activity meeting where the members can meet with their respective committees or attend an event as a group.

B. The meeting place and time will be communicated to all SCFR members by the officers but primarily through the publicity chairperson.

C. To prevent conflicts in the officers' schedules, the Executive Board will schedule their meetings with their won discretion.

ARTICLE V.
SECTION I.

FINANCE

Treasury and Spending

A. Spending of the club funds is recommended by a 2/3rds majority vote of the members in good standing, for any amount of \$25 or more.

B. A report of expenditures shall be given to the membership via general meetings and the club newsletter.

C. The Treasurer is the only person authorized to spend club funds.

D. Stout Council on Family Relations will be financed through membership dues and fundraising.

ARTICLE VI.

COMMITTEES

- SECTION I. Standing Committees
The officers have the power to appoint and change any committee the deem necessary to attain the objectives and fulfill the responsibilities of the organization.
- The standing committees for this club are:
A. Fundraising Committee
B. Community Service Committee
C. Social Committee
- SECTION 2. Special Committees
Special committees will be appointed by the President as necessary.
- ARTICLE VIII. **AMENDMENTS TO THE BY-LAWS**
- AMENDMENT I President's Membership Fee
The new president's membership fee for joining the NCFR will be paid ½ by club funds. For example, NCFR dues are \$48 and the SCFR pays \$24 to cover half of the cost.
- AMENDMENT II DASC Representative Invitation
Representatives from the Dean's Student Advisory Committee for Human Development/Family Studies and other related majors are invited to attend all officers' meetings.
- AMENDMENT III Meeting Dates
Meeting dates may be changed from Wednesdays to another night on the recommendation of 2/3rds majority vote of members.

