Club Managers Association of America Constitution

**Article I:**

Club Managers Association of America: University of Wisconsin – Stout

**Article II: Purpose**

The purpose of this organization shall be to promote and advance friendly relationships between and among other persons connected with management of clubs and other associations of similar character. To encourage the education and advancement of our members. The population we plan to target is anyone in the UW-Stout hospitality, golf enterprise management, and property management majors who have a slight interest in the club industry as well as any students in other majors wanting to join.

**Article III: Membership**

Section I: Membership is open to all registered students enrolled at the University of Wisconsin- Stout

Section II: Club Managers Association of America will not discriminate against membership of any individual based upon race, gender, religion, ancestry, age, veteran status, marital status, sexual orientation, income, physical ability, or political ideology unless specified in the governing document of the organization or pursuant to an exceptional recognized by University, local, state, or federal laws/ordinances.

**Article IV: Officers**

Section I: Officers of the Organization

* President
* Vice President
* Treasurer
* Secretary
* Events Coordinator

Section II: Duties of Officers

**President:** a.) The president should be the chief officer of the association and shall preside over its meetings. The president shall be the official spokesperson of the association in matters of public policy.

b.) The president shall file an annual report to the following offices:

 i.) Club Managers Association of America, National Headquarters

 ii.) Upper Midwest Chapter of CMAA

 iii.) Wisconsin Badger Chapter of CMAA

 iv.) University of Wisconsin-Stout Faculty Advisor(s)

c.) The president shall be responsible to advise executive board chapter meetings.

**Vice President:** a.) The vice president shall in absence of the president or upon direction, perform all duties of the president. Also in the absence of the treasurer or secretary will perform all duties of such office.

b.) The vice president shall be responsible for the public relations and all advertising for meetings and events.

**Treasurer:** a.) The treasurer shall be responsible to the association for the accounting of all monies collected and disbursed by the association and shall render a verbal report at each membership meeting.

**Secretary:** a.) The secretary shall be responsible for recording all proceedings of the association and is responsible for sending out emails to the members.

b.) The secretary shall also present an oral report to the active membership of the last meeting’s minutes.

c.) The secretary shall forward a copy of the minutes to the manager of the Student Member Services at CMAA headquarters, the Student Liaisons of the Upper Midwest Chapter and the Wisconsin Badger Chapter, the membership and the Faculty advisor.

d.) The secretary shall send out membership meeting minutes within 24 hours of a membership meeting.

e.) Other duties shall be under the jurisdiction of the president, to designate to the secretary.

**Events Coordinator:** a.) The events coordinator shall be responsible for planning and coordinating events and look for new opportunities.

b.) The events coordinator shall be responsible for coordinating and planning volunteering activities and organize the volunteers.

c.) The events coordinator shall be responsible for membership events sign – up sheets.

**Faculty Advisor:** a.) The faculty advisor shall be an active faculty member of the University of Wisconsin-Stout, and be approved by 2/3 majority of the active membership.

Section III: Elections of Officers

1. Nominations for each office position shall be held in the spring to the general membership.
2. Nominations may be made from the floor.
3. The vote shall be taken by secret ballot and the candidate receiving the most votes for the office position shall be considered elected.
4. Separate nominations and voting shall be held for each office.
5. The faculty advisor and the executive board member(s) graduating/ or not running for a position shall count all votes.

Section IV: Officers shall take place

1. The officer shall take place after they have been trained in by past board members in the last month of the academic calendar.
2. The officer shall serve a one year term with the ability to be reelected by the executive board.
3. If previous executive board member is running for a different board position membership election is required.

**Article V: Removal of officers**

Section I: Failing of Duties

1. The officer failing to fulfill the given responsibilities and duties may be removed by the members and/or executive board members of the organization.

Section II: Removal of Officer(s)

1. The removal of an officer requires a verbal majority vote of those in attendance following the notification of the officer in question. Such notification shall be provided in writing no less than seven working days prior to the vote.

**Article VI: Replacement of Officers**

Section I: President Office is vacant

1. In the case where the Presidential office is vacant, the Vice-President will immediately fill the position.

Section II: All Board Positions Vacant

1. In the case where all executive board positions found to be vacant shall be filled by election immediately.

Section III: All Positions

1. In the case where there is a position open all positions will be filled through elections.

**Article VII: Advisor**

Section I: Faculty

1. The advisor of CMAA must be a facility or staff member of the University of Wisconsin-Stout.
2. The advisor shall serves in voluntary or assigned capacity to the recognized student organization and provides guidance, direction, advice, and continuity to the members of the organization.
3. The advisor shall be selected by and accepted by the School of Hospitality.

**Article VIII: Meetings**

Section I: Date(s) held

1. A regularly scheduled general meeting shall be held at least every other week. The officers may call additional meetings when the need arises.

Section II: Executive Board

1. The President, Secretary, and Faculty Advisor must be at each meeting
2. Any member not able to attend the meeting must respond to meeting minutes with input to receive credit for attendance.

**Article IX: Amendments**

Section I: Amendment Changes

1. All Amendments to this constitution require a two week notice to being discussed and voted upon.

Section II: Voting on Amendments

1. All Amendments require a vote for adoption
2. The Amendment must be submitted in writing and orally proposed at a regular meeting.
3. Open discussion will take place at a meeting on the submitted amendment.
4. The number of active members in attendance must constitute a quorum

**Article X: Committees**

Section I: Designation

1. There shall be such committees as may be designated, members of which will be voluntary.
2. Where the president does not appoint a complete committee, each committee chairs person shall appoint members to their committee.

**Article XI: Events**

Section I: Sign-up

1. If any member signs up for an event they must show up unless they contact the board 24 hours prior to the event or there will consequences that will be determined by the executive board.

**Article XII: Finance**

Section I: Depositing

1. Dues and other monies collected by the association shall be paid in a depository selected by the association, and payments from the funds shall be made on signature of Treasurer and the President, and approved by the Faculty Advisor.
2. No money is to be loaned out to any member or officer.
3. Any monies collected must be deposited within 5 business days.

Section II: Reimbursements

1. All reimbursements will be decided on by the executive board.

**Article XIII: Affiliates**

Section I: Operation

1. This association shall operate as an affiliate of CMAA headquarters; Alexandria, VA
2. This association shall operate as an affiliate of the Wisconsin Badger Chapter and the Upper Midwest Chapter of CMAA.