

Constitution of the *Literati* (formerly the *English Club*) of Elizabethtown College
Revised 2009

Article I. Name

The name of the organization shall be *Literati*.

Article II. Purpose

The purpose of *Literati* shall be to foster creativity and understanding through a shared love of English literature and the arts.

Article III. Membership

Membership in the chapter shall be on a voluntary basis and shall be open to all undergraduate students and faculty who are interested in its purpose and who desire to participate in its programs.

Article IV. Chapter Officers

The chapter shall elect a president or co-presidents, a vice president, a secretary, a treasurer, and a public relations (PR) chairperson from amongst its regular members.

Article V. Duties of the *Literati* Officers

1. President or Co-Presidents
 - a. The president shall run the chapter in accordance with the standards of the College and the Student Senate.
 - b. The president shall preside over all general and officer meetings of *Literati*.
 - c. The president shall delegate responsibilities concerning representation at *Club Council* meetings and other chapter requirements.
 - d. The president shall schedule all general and officer meetings.
 - e. The president shall coordinate all chapter events.
 - f. The president shall maintain regular contact with the chapter's faculty advisor and the members of the chapter.
2. Vice President
 - a. The vice president shall attend every general and officer meeting.
 - b. The vice president shall provide support and assistance to the president to the best of his or her ability.
 - c. The vice president shall assume the president's duties in the event of the president's absence.
3. Secretary
 - a. The secretary shall attend every general and officer meeting.
 - b. The secretary shall assist the president and vice president in administrative decisions.
 - c. The secretary shall inform the chapter of scheduled meetings and events.
 - d. The secretary shall record the proceedings of each general meeting and distribute those minutes to the chapter's faculty advisor and all members of the chapter.
4. Treasurer
 - a. The treasurer shall attend every general and officer meeting.
 - b. The treasurer shall bear the responsibility of understanding the system of budget and reimbursement for the chapter, in accordance with the rules specified by Student Senate.
 - c. The treasurer shall assemble the budget and submit it to the other officers for review.

- d. The treasurer shall request funding from the Student Senate, with prior approval of the president.
 - e. The treasurer shall record all financial transactions.
 - f. The treasurer shall coordinate all fundraising events.
5. Public Relations (PR) Chairperson
- a. The PR chairperson shall attend every general and officer meeting.
 - b. The PR chairperson shall act as a liaison between the chapter and the general student populace.
 - c. The PR chairperson shall publicize the chapter and its events through one or more of the following ways:
 - i. notifying Campus News by the specified deadlines of upcoming events open to the entire campus
 - ii. requesting a poster for the BSC with OSA
 - iii. informing OSA of upcoming events by the specified monthly deadlines
 - iv. making and distributing flyers for events

Article IV. The Faculty Advisor

A willing faculty member from the English Department shall advise the chapter. This faculty member shall be approved of by a three-quarters majority of all chapter members prior to his or her first instatement as advisor. The faculty member shall remain advisor for as long as he or she wishes, unless a three-quarters majority of the chapter should express a desire, accompanied by a valid reason, to relieve the faculty member of his or her advisory duties.