

## Constitution

Constitution of \_\_\_\_\_  
Club Name

### Article I Name

“The name of this organization shall be \_\_\_\_\_  
\_\_\_\_\_, herein referred to as \_\_\_\_\_.”

### Article II Purpose(s)

“The purpose of this organization shall be to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_”

### Article III

#### Membership

**Section 1.** Membership is open to all students of the college.

**Section 2. Active members:** Active members are those students whose names appear on the membership roster (or other such statement.)

**Section 3.** Only those students who pay the student activity fee will receive its benefits.

### Article IV Officers

**Section 1. Number and Methods of Election:** \_\_\_\_\_ shall elect from the active membership a President, Vice-President, etc., at the meeting held on \_\_\_\_\_.

Any active member who regularly attends meetings and participates in events is eligible to hold office.

#### Section 2. Duties of Officers:

- A. The President shall:
- (1) Preside over all meetings of \_\_\_\_\_
  - (2) Appoint committees as needed.
  - (3) \_\_\_\_\_

- B. The Vice-President shall:
  - (1) Preside over meetings in the absence of the President.
  - (2) Will maintain the active member list.
  - (3) \_\_\_\_\_
  
- C. The Treasurer shall:
  - (1) Be responsible for the financial business of the club.
  
- D. The Secretary shall:
  - (1) Be responsible for all correspondence of the club
  - (2) Keep an accurate record of the meetings of the club.
  - (3) \_\_\_\_\_

**Section 3. Terms of Office** \_\_\_\_\_

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**Section 4. Impeachment of Officers:** Officers may be removed from office by a two-thirds (2/3) vote of the active membership.

**Article V (Optional)  
Committees**

**Section 1. Standing Committees:** \_\_\_\_\_

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**Section 2. Duties of Standing Committees:**

- A. The Constitution Committee shall:
  - (1) Review this Constitution each semester.
  - (2) \_\_\_\_\_

**Section 3. Special Committees:** The President shall appoint special committees at his/her discretion.

**Article VI  
Faculty Advisor(s)**

The club will select an advisor or advisors. The club can change advisor(s) by a majority vote of the active members.

**Article VII  
Meetings**

**Section 1.** Regular meetings will be called by the President. Special or emergency meetings may be called by any officer of the club, members must be given twenty-four (24) hours notice of the meeting.

**Section 2. Parliamentary Procedure:** All meetings of this organization shall be conducted with *Roberts Rules of Order, Revised* as a reference.

**Section 3. Quorum:** Quorum shall be had when ten (10) members of the club are present or fifty percent plus one (50% + 1) of the active membership, whichever is less.

**Article VIII  
Dues**

Dues or fees may be collected by the club, of its members.

**Article IX  
Amendments**

Amendments to this constitution may be made. Proposed amendments will be read at a regular meeting then voted on at the next regular meeting. A two-thirds (2/3) vote of those present is needed to pass the amendment. It must then be forwarded to Student Congress and the College for action.

**Enacting Clause**

This Constitution and/or the by-laws of \_\_\_\_\_ shall become effective upon approval by the Student Congress and acceptance by the College, through the Director of Student Engagement & Leadership.

Approved by Faculty Advisor(s)

\_\_\_\_\_  
(Name/Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name/Signature)

\_\_\_\_\_  
(Date)

Approved by Student Congress

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Accepted by Director of Student Engagement & Leadership

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date