

## Model Constitution

Constitution of (Name of Organization)

### Article I Name

“The name of this organization shall be (full name of organization), herein referred to as (Shortened name of organization as it will appear throughout Constitution).” (For example: The Book club might be referred to simply as “the Club” throughout the Constitution).

### Article II Purpose(s)

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

### 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:** The (Name of Organization) shall elect from the active membership a President, Vice-President, etc., at the (for example: next to last) business meeting of the semester.” (Indicate further if any special form of ballot is to be used, if any special nominating procedure is to be used, and who is eligible to hold office.)

#### **Section 2. Duties of Officers:**

- A. The President shall:
  - (1) Preside over all meetings of (Name of Organization)
  - (2) Appoint committees as needed.
  - (3) Etc.(List all duties and obligations of the President and do the same for each officer)
  
- B. The Vice-President shall:
  - (1) Preside over meetings in the absence of the President.
  - (2) Will maintain the active member list.
  - (3) Etc.

- 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) Etc.

**Section 3. Terms of Office:** Indicate in complete sentence how long each officer is to serve, if officers may be re-elected to the same office, etc.

**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.** (State in one sentence the standing committee of the organization)

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

- A. The Constitution Committee shall:
    - (1) Review this Constitution each semester.
    - (2) Etc.
- (List all duties and obligations of each standing committee as above.)

**Section 3. Special Committees:** (Indicate in complete sentences the method of appointment of special committees, for instance: “The President shall appoint special committees at his/her discretion, etc.”)

### **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 Government and the College for action.

**Enacting Clause**

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

Approved by Faculty Advisor(s)

(Name/Signature)	(Date)
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(Name/Signature)	(Date)
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Approved by Student Congress

(Signature)	(Date)
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Accepted by Director of Student Engagement & Leadership

(Signature)	Date
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