

MODEL CONSTITUTION

Constitution for _____
(Name of Club)

Article I Name

The name of this club shall be _____

Article II Purpose

The purpose of this club shall be (state the club's goals and objectives in general terms)

Article III Membership

Section 1: Membership in a club or organization is open to all current COA students without regard to race, color, age, national origin, religion, gender, marital status, sexual orientation or disability. Clubs and organizations based on religion or religious beliefs may bar membership of individuals who do not share the club or organization's foundation beliefs.

Section 2: Active members shall be those students who attend meetings regularly. Active members shall have the right of voice, vote, and to hold office.

Section 3: (possibly a comment on dues, if any)

Article IV Officers

Section 1: Only active members shall be eligible for office within the club.

Section 2: The terms of office for all elected officials shall be two (2) consecutive semesters beginning on commencement day and ending on commencement of the following year.

Section 3: The title of the elected officials shall be: president, vice-president, secretary, and treasurer (names of other officers desired may be added).

Section 4: The duties of the elected officials shall be:

a. President

1. Shall preside over all meetings.
2. Shall set the date for the next meeting when the normal schedule conflicts within the school schedule.
3. Shall appoint members to chair committees.
4. Shall cast the deciding vote of there is a tie in normal voting procedures.

b. Vice-President

1. Shall preside over all meetings in the absence of the president.
2. Shall act as advisor to all committees
3. Shall have the right to vote except when acting as president.

c. Secretary

1. Shall preside over all meetings in the absence of the President and Vice-President.
2. Shall have the right to vote except when acting as President.
3. Shall keep accurate minutes of all meetings and maintain them.
4. Shall be responsible for presenting a copy of the minutes to all members, the faculty/staff advisor(s), and the Director of Student Activities when necessary.
5. Shall keep a list of all active members.

d. Treasurer

1. Shall preside over all meetings in the absence of the President, Vice-President, and secretary.
2. Shall have the right to vote except when acting as President.
3. Shall be in charge of all club finances.
4. Shall keep an accurate account of all finances and shall give a report at every meeting.
5. Shall be responsible for preparing the club's budget proposal for the upcoming year, as outlined by the Student Government Association.

Section 5: Election of Officers

- a. Active members only shall be nominated for office.
- b. An officer/candidate must be in "good academic standing".
- c. To be elected, it is necessary for a member to be nominated and seconded, and thereupon receives majority approval of those members present and voting.
- d. The current slate of officers shall set the dates of election.
- e. All voting will be by secret ballot.
- f. A member may be nominated to _____ positions (number dependent upon the nature and size of group) but may hold only one position by election.
- g. If there are any office vacancies during the year, with the exception of President, new elections shall be held at the publicized meeting to fill the position(s). In the case of the Presidency, the Vice-President will succeed and an election will be held for the position of the Vice-President.

Article V Faculty/Staff Advisor

The advisor shall be a member of the faculty or staff and shall serve in an advisory capacity.

Article VI Quorum, Meetings and Voting

Section 1: A quorum shall consist of at least one officer and a percentage of the active membership (the percentage should be dependent upon the size and nature of the group).

Section 2: Meetings will be held _____ (how often).

Section 3: Emergency meetings will be called when deemed necessary, by a majority of the officers.

Section 4: A simple majority of those present and voting is required to pass a proposal.

Article VII Financial Structure

(Statement on dues and/or membership fees or how the club will receive it's funding)

Article VIII Impeachment

An officer may be removed from his or her position due to neglect of duty, inefficiency of any other action, which is considered detrimental to the name or purpose of the club. An officer may be removed from office by a two-thirds vote of the active membership, present and voting, at a meeting of the club.

Article IX Amendments

Section 1: Require two-thirds vote of those present and voting at an official meeting.

Section 2: The Student Government Association must ratify all amendments.