

This is a very basic constitution. Feel free to add more detail about how your organization will operate. As the governing document, this will be the source to turn to when you have disagreements, conflicts or are confused about how to proceed. You are encouraged to use other resources when developing your constitution.

GENERAL OUTLINE FOR A CONSTITUTION

ARTICLE I: NAME OF CLUB/ORGANIZATION

- The name of this club shall be *<insert organization's name>*.
- *This organization is affiliated or a student chapter of <insert national/international organization>*

ARTICLE II: PURPOSE OF CLUB (STATEMENT)

- The purpose of the club is to *<insert purpose – can be multiple sentences, paragraphs, or a list>*

ARTICLE III: MEMBERSHIP AND ELIGIBILITY CRITERIA

- The membership of the organization shall consist of the following:

Section 1 Members of the organization shall be currently enrolled as McKendree University students;

Section 2 *(state other types of membership: alumni, honorary, etc.);*

Section 3 *(state the minimum grade point average necessary for memberships between 2.0 and 4.0);*

Section 4 *(state any other qualifications for membership);*

- Membership in the organization shall be free from discrimination and will not be denied to any person(s) on the basis of age, ancestry, pregnancy, order of protection, gender identity and expression, genetic information, color, disability, national origin, race, religion, sex, sexual orientation, marital status, unfavorable military discharge, or veteran status.

ARTICLE IV: MEMBERS IN GOOD STANDING

Section 1 Members who attend at least (we recommend 2) meetings each term, shall be considered members in good standing;

Section 2 With the exception of the first election of officers for the organization and the election of officers to reinstate an inactive charter, only members in good standing have the right to vote on organization business.

ARTICLE V: QUALIFICATIONS AND ELECTION OF OFFICERS

Section 1 Club officers must be currently enrolled and have a minimum of a 2.0 cumulative Grade Point Average (GPA) and must not be on academic or social probation.

- Section 2 The officers shall consist of the following: President, Vice President, Treasurer, and Secretary who shall be called Executive Officers and shall comprise the Executive Committee.
- Section 3 The election will be done by secret ballot by club members who have attended at least two meetings.
- Section 4 A. Elections for Executive Officers shall take place *(in the beginning of each Fall Semester no later than the last day of September or by the end of Spring Semester no Later than the last day of April)*.
- B. Members in good standing are eligible to vote.
- C. To elect officers, a majority vote is necessary of those members present at the meeting where said officers are to be elected.
- D. All officers shall hold office until new officers have been elected, except in cases of graduation, resignation, or impeachment.
- E. No member shall be elected by regular election to the same position more than (twice).
- Section 5 A. A vacancy in the position of President shall be filled by the Vice President who shall become the President.
- B. Vacancies in the positions of Vice President, Secretary or Treasurer shall be filled within thirty (30) days by a special election following the regular election procedures.
- C. No member shall be elected by special election to the same position more than (twice).

ARTICLE VI

DUTIES OF THE OFFICERS

- Section 1 President
- A. Preside over all meetings.
- B. Call special meetings.
- C. Carry out the provisions of the constitution.
- D. Act as an ex-officio member of all committees.
- E. Oversee all committee activities.
- F. *(list any additional responsibilities)*
- Section 2 Vice President
- A. Assume the duties of the president in his/her absence.
- B. Perform any duties delegated by the president.
- C. File a current copy of the organization's Constitution and By-laws with the Office of Student Affairs.
- D. *(list any additional responsibilities)*.

- Section 3 Secretary
- A. Record and keep accurate minutes of all meetings.
 - B. Maintain attendance records.
 - C. Act as correspondence clerk.
 - D. Print and distribute agenda for all meetings.
 - E. *(list any additional responsibilities).*

- Section 4 Treasurer
- A. Handle funds and finances for club.
 - B. Keep financial records and collect dues.
 - C. Pay bills and release funds as voted by the general membership.
 - D. Make financial reports at least once a month at the meeting.
 - E. *(list any additional responsibilities).*

ARTICLE VII

EXECUTIVE COMMITTEE

- Section 1 The Executive Committee will consist of the President, Vice President, Secretary, and Treasurer *(or list the different officer titles who shall meet as often as necessary).*

- Section 2 Duties of the Executive Committee
- A. To formulate policy of the club between regular meetings and in case of emergencies, subject to the approval of the general membership.
 - B. To execute policies determined by the general membership.
 - C. To govern activities of the club.
 - D. To compile agenda for general meetings.
 - E. *(list any additional responsibilities).*

ARTICLE VIII

IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS

- Section 1 Officers of the organization may be impeached for:
- A. failure to regularly attend meetings without justifiable reason, and
 - B. failure to fulfill the duties of office as outlined in this Constitution.
- Section 2 Impeachment charges can be brought forward by any member in good standing.
- Section 3 The individual being charged must be notified *(we recommend notification by phone, certified mail, and email)* at least forty-eight (48) hours before the meeting at which said impeachment will be presented.
- Section 4 A special meeting, at which there must be a quorum, will be held within 10 days of the initial presentation of the charges at which time the individual being charged will be able to answer the charges.
- Section 5 A 2/3 majority vote of those present at the meeting is necessary for removal from office.

ARTICLE IX

MEETINGS

- Section 1 The organization shall follow the rules of order for meetings as outlined in the latest edition of Robert's Rules of Order.
- Section 2 The organization shall meet at least *(we recommend at least 3 times)* during each term of the regular academic year.
- Section 3 There must be a quorum *(a quorum is 50 per cent plus 1 of the active or dues paying membership)* present in order to take care of financial action.
- Section 4 Minutes must be kept of all financial action with the club secretary.
- Section 5 *(list any additional responsibilities)*

ARTICLE X

COMMITTEES

- Section 1 The standing committees of this club shall be appointed as necessary *(or list specific committee titles and brief description of committee. Do not leave this italicized section in your final constitution.)*

ARTICLE XI

ADVISOR

- Section 1 The role of the advisor is to:
- A. Serve as the official staff representative of the college.
 - B. Work closely with the club to insure a cooperative relationship between the advisor, and the club membership.
 - C. Assist each officer of the organization understand their duties.
 - D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
 - E. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
 - F. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
 - G. Insure that all reasonable steps are taken to insure the safety and welfare of club members.
 - H. Insure that appropriate college policies are upheld.
 - I. To sign all club/organization requisitions for the club/organization and to make sure that 1) their student treasurer or president signs it and 2) that the expenditure is correct within all existing policies.
 - J. *(List any additional responsibilities)*

ARTICLE XII

RESPONSIBILITIES

Section 1 This club accepts full financial responsibility for all activities that bear its name as official sponsor and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

ARTICLE XIII

RIGHT TO ACT

Section 1 Any club officer or club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

ARTICLE XIV

AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Section 1 Any constitutional amendment requires a two-thirds vote at a general club meeting.

Section 2 Bylaws and amendments must be presented to and approved by the Executive Committee Before they may be submitted to the organization membership for vote.

Section 3 These bylaws may be amended by a (*we recommend a simple*) majority vote of the membership at the first meeting of the organization at which time a quorum is present.

Section 4 Any club or organization that has approved any amendment to its constitution (per the Specifications outlines in Article XIV, section 1) must have final approval by the Student Affairs Committee.

Section 5 The Executive Committee shall set the meeting schedule at the beginning of each semester.

Section 6 Special meetings can be called by the Executive Committee provided at least 48 hour notification is given to the membership.

Section 7 A quorum must be present to conduct official business of the organization.

Section 8 Signed Attendance Roster shall be maintained of those attending each meeting (see Appendix A).

APPROVALS:

Organization:

Student Organizer

Date

Advisor

Date

**Student Government Association:
Charter & Rules Committee:**

Chair of SAC

Date

Vice President for Student Affairs

Date

