

# **Constitution of the Name of Club**

## **Preamble**

We, the members of the student body, in cooperation with the Western Connecticut State University Student Government Association, do hereby adopt this Constitution.

## **Article I – Title**

The title of this organization shall be the “Name of Club”.

## **Article II – Purpose**

The purpose of this organization shall be:

- Section 1 –
- Section 2 –
- Section 3 –

## **Article III – Membership**

Section 1 - Membership in \_\_\_\_\_ shall consist of any student at Western Connecticut State University who contributes to the Student Activity Fund.

Section 2 - Membership shall be divided between active and inactive members.

Section 3 - Active members shall be students who have attended two (2) consecutive meetings. Each active member, unless specified in this Constitution, shall have one vote.

Section 4 - Inactive members shall be students who have two consecutive unexcused absences from meetings. Inactive members shall have their vote rescinded.

Section 5 - All members shall act in accordance with the provisions as provided in this Constitution and the SGA Constitution.

Section 6 - The \_\_\_\_\_, and its members, shall abide by the latest edition of Robert’s Rules of Order.

## **Article IV – Executive Board**

The officers of this organization shall consist of a President, Vice-President, Treasurer, and Secretary.

## **Article V – Duties of Officers**

Section 1 – The President Shall:

- A. Be the official representative of the \_\_\_\_\_.
- B. Call together and preside over all meetings of the \_\_\_\_\_.
- C. Implement all legislation, duties, and decisions approved by this organization.
- D. Be the chairperson and a voting member of the Executive Committee.
- E. Shall appoint any other special committees as deemed necessary.
- F. Shall be the Chairman and voting member of the Executive Committee.

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### Section 2 – The Vice-President Shall:

- A. Assume the responsibilities of the President in case of absence, resignation, or impeachment.
- B. Be a voting member of the Executive Committee.
- C. Execute any and all duties assigned by the President and/or voting membership.

### Section 3 – The Treasurer Shall:

- A. Be the keeper of all financial records.
- B. Submit financial reports at each meeting.
- C. Be the signer of vouchers.
- D. Be a voting member of the Executive Committee.
- E. Execute any and all duties assigned by the President and/or voting membership.

### Section 4 – The Secretary Shall:

- A. Keep all records, with the exception of financial records.
- B. Handle all written correspondences of this organization.
- C. Record minutes of meetings, which shall be read at the beginning of the following meeting.
- D. Be a voting member of the Executive Committee.
- E. Execute any and all duties assigned by the President and/or voting membership.

## **Article VI – Meetings**

Section 1 - Meetings shall be held at least twice per semester.

Section 2 - Notification shall be given to the membership concerning the time, dates, and location of each meeting at least forty-eight (48) hours in advance.

Section 3 – The Executive Board shall not have voting rights at meetings of the \_\_\_\_\_.

Section 4 – All decisions of the \_\_\_\_\_, unless specified by this Constitution and its Bylaws, shall be by a majority of voting members present.

## **Article VII – Elections**

Section 1 – The election of officers shall be held in the Spring of each year to serve the following year, also, the election shall occur before the deadline set by the SGA.

Section 2 – The date and time of the election shall be publicized at least two (2) weeks in advance.

Section 3 – Nominations for any elected positions shall be submitted to the President in writing within two (2) weeks of the election.

Section 4 – Officers shall be elected, using secret ballot and by a plurality of the voting members present.

Section 5 – Officers shall assume office within two (2) weeks of their election.

Section 6 – No person shall serve as two (2) officers simultaneously. Vacancies occurring due to resignation or impeachment shall be filled by election at the meeting immediately following the vacancy.

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**Article VIII – Impeachment**

Section 1 – Any officer may be impeached for violation of this Constitution and/or failure to fulfill the duties of one's office.

Section 2 – Impeachment shall be initiated by a written petition signed by the majority of the membership.

Section 3 – This petition is to be submitted to the President. In the event the President is being impeached, the petition is to be submitted to the Vice-President.

Section 4 – The officer facing impeachment must:

A. Be given a written statement of specific charges.

B. Be given one (1) week's notice to prepare a defense after being presented with the written statement of charges.

C. Be allowed ample time on the floor to present his/her case.

Section 5 – Action must be taken on the charge at the next scheduled meeting.

Section 6 - An affirmative two-thirds (2/3) minimum vote of the membership is required for dismissal. The impeached officer shall be barred from holding an office for one year from the date of impeachment.

**Article IX – Faculty Advisor**

Section 1 – The \_\_\_\_\_ members shall appoint an Advisor who is part of the University Faculty or Staff.

Section 2 – The appointed Advisor shall serve for one (1) full school year and may be appointed by the Executive Board to serve multiple terms.

Section 3 – the faculty Advisor shall act as an advisory member to the Executive Committee.

**Article X – Committee**

Section 1 – The Advisor along with the \_\_\_\_\_ officers shall constitute the membership of this Executive Committee.

**Article XI – Amendments and Bylaws**

Section 1 – The \_\_\_\_\_ shall enact Bylaws to provide the operating procedures of the \_\_\_\_\_ and for matters not expressed in this Constitution. These Bylaws shall be a lesser authority than this Constitution.

Section 2 – Bylaws shall be adopted or amended by two-thirds (2/3) majority of voting members present.

Section 3 – Proposed changes to the Bylaws shall be made available to all members at least one week prior to the vote.

Section 4 – This Constitution may be amended by a majority vote in the affirmative of voting membership present at the time of vote. Membership must be notified at least forty-eight (48) hours in advance of the vote. Any amendment is first subject to SGA approval before it takes effect.

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**Article XII – Enabling Clause**

Section 1 - This Constitution shall take effect by a two-thirds (2/3) vote of those present at the first meeting and approval of the SGA Senate.

Section 2 – This Constitution shall supersede all previous Constitutions.