# **Constitution of Name of Club**

# **Preamble**

We, as members of this organization and the student body, in cooperation with the Western Connecticut State University Student Government Association (SGA), do hereby adopt and establish this Constitution.

# **Article I – Club Name**

The name of this club shall be the [Name of Club], referred to as [NoC].

# **Article II – Purpose**

The purpose of this club shall be:

Section 1 –

Section 2 –

Section 3 –

# **Article III – Membership**

Section 1 - Membership in [Name of Club] shall consist of any matriculated 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) 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 Inactive members shall have their vote rescinded.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, the SGA Constitution, and the SGA Financial Resolutions.

Section 6 - The [Name of Club] and its members, shall abide by the latest edition of

*Robert’s Rules of Order.*

Section 7 - Membership in this student club shall not be limited to persons based on their race,

color, religion, gender, national origin, age, ability, gender identity, or sexual

 orientation.

# **Article IV – Executive Board and Committee**

The mandated officers of this club shall consist of a President, Vice President, Treasurer with optional positions of Committee Chair and Secretary. The Executive committee will consist of the Executive Board and Advisor. The eboard consists of the mandated officers and other optional executive positions.

# **Article V – Duties of Officers**

Section 1 – The President will:

1. Be the official spokesperson of the [Name of Club].
2. Call together and preside over all meetings.
3. Implement legislation, duties, and decisions approved by this organization.
4. Be the chairperson and a voting member of the Executive Committee.
5. Can create any special committees and appoint members as deemed necessary.
6. Approve financial forms.
7. Maintain compliance with CSI and SGA guidelines and policies.

Section 2 – The Vice-President will:

A. Assume the responsibilities of the President in case of absence, resignation, or

impeachment.

B. Assume the Secretary's responsibilities in case of absence, resignation, or impeachment.

C. Be a voting member of the Executive Committee.

D. Execute all duties assigned by the President and/or voting membership.

E. Serves as ex-officio member of any standing committees.

Section 3 – The Treasurer will:

1. Be the keeper of all financial transactions/records and submit reports to the club semesterly.
2. Submit and approve financial forms deemed necessary.
3. Be a voting member of the Executive Committee.
4. Execute all duties assigned by the President and/or voting membership.

Section 4 – The Secretary will:

1. Keep all meeting records, such as agendas, pertinent meeting material, etc.
2. Handle all written correspondence of this organization.
3. Record minutes of meetings, which shall be available for members to read.
4. Be a voting member of the Executive Committee.
5. Execute all duties assigned by the President and/or voting membership.

# **Article VI – Faculty Advisor**

Section 1 – The [Name of Club] 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/or may be

 appointed by the Execute Board to serve until resignation or removal.

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

Section 4 – Approve financial forms.

# **Article VII – 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 general meetings.

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

Section 5 – The meetings shall be conducted in accordance to *Robert's Rules of Order.*

# **Article VIII – Elections**

Section 1 – The election of Executive officers shall be held in the Spring by May 1st of each year to serve the following year.

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 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. Within that time, a proper transition of the previous executive board to the new executive board must take place.

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.

# **Article IX – 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

club 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) weeks' 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 general meeting.

Section 6 – At the general meeting, the impeachment will be initiated by the President or Vice President dependent on the charge. 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 removal.

# **Article X – Removal of Members**

Section 1 – Any member may be removed from the club for violation of this Constitution, the SGA Constitution, or the University's policies.

Section 2 – The member shall receive two written warnings from the President regarding

their violations.

Section 3 – In the case that there is a third violation, the President shall send a written

Letter of Grievance of charges to the Student Government Association Judicial Board.

A. The SGA Judicial Board will then conduct a hearing on the charges presented by the club president.

B. The SGA Judicial Board will determine if the club member should be removed from the club at the conclusion of the hearing and notify the club president within 24 hours of the decision being made.

# **Article XI – Amendments and Bylaws**

Section 1 – The [Name of Club] may enact Bylaws to provide the operating procedures of

the 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 through two-thirds vote of approval in Senate before it takes effect.

# **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.