**CONSTITUTION OF THE**

**[ENTER CLUB NAME]**

**Part I - INTRODUCTION**

**Article 1** - The name of this student club/organization is **[ENTER CLUB NAME]**

The club is under the auspices of the Office of Student Affairs and functions in accordance with the rules, regulations and policies of DEREE as well as all local and state laws. The club holds a general assembly at least once per semester and meetings/events with its members at least once per month.

**Article 2** - The purpose of the club is:

**Article 3** - The activities and objectives of the club include, but are not limited to:

**Part II - MEMBERSHIP**

**Article 4** – Any part-time or full-time student, in good academic standing C.I. 2.0/4.0 or above may become a member and participate in the club activities. The club does not discriminate against any student, faculty or staff based on race, color, national origin, religion, gender, age, handicap, or sexual orientation.

Other requirements for membership include the following:

**Article 5** – Criteria to determine membership and voting eligibility

* To be a member in good standing of this club, one must:
	1. Be present at two thirds of the regularly scheduled meetings and events held throughout the academic term (fall and spring semesters). Written records of attendance must be kept and submitted at the request of the advisor and/or Office of Student Affairs for review.
	2. Take part in and/or respond to relevant electronic communication regarding club events and activities.
* All members in good standing with the club retain voting rights.

 **Part III – THE GOVERNING BODY**

**Article 6** – The governing body (GB) which represents its members is responsible for forming and executing the plans that will fulfill the club’s purposes and for meeting the obligations arising from this constitution. It is composed of five (5) or seven (7) members. The positions are as follows:

**Paragraph A** – The President:

1. Chairs all G.B. meetings
2. Acts as the official representative of the club for all external parties: College administration, students, and other relevant publics
3. Coordinates with other GB members to ensure all assigned tasks are completed on time
4. Prepares, presents and reviews annual budget and spending along with the treasurer
5. Has the right to be present at any and all meetings the club schedules with College administration, and/or the Student Government and/or any other relevant third parties

**Paragraph B** – The Vice President, Membership & Recruitment:

1. Develops, coordinates and implements activities to recruit and retain membership, with the assistance of the Activities Coordinator
2. Maintains a current list of members; updates the member list to reflect correct member standing and submits annually to the Office of Student Affairs
3. Coordinates elections activities with the Office of Student Affairs, including the appointment of the three-member electoral committee
4. Assumes all responsibilities of the President in his/her absence
5. Has the right to be present at any and all meetings the club schedules with College administration, and/or the Student Government and/or any other relevant third parties

**Paragraph C:** Activities Coordinator:

1. Develops and proposes activities to GB; coordinates and implements those activities along with the Vice President, Membership & Recruitment
2. Assumes all responsibilities of the Vice President in his/her absence
3. Has the right to be present at any and all meetings the club schedules with College administration, and/or the Student Government and/or any other relevant third parties

**Paragraph D** – Treasurer:

1. Prepares, presents and reviews annual budget and spending along with the president
2. Keeps an accurate account of all club revenue and expenses
3. Submits up to date balance sheets at the request of the Office of Student Affairs
4. Reviews and presents funding requests for proposed activities to GB; allocates requested funds for planned activities
5. Has the right to be present at any and all meetings the club schedules with College administration, and/or the Student Government and/or any other relevant third parties

**Paragraph E** – Communications & Social Media Chair

1. Records minutes of all general membership and GB meetings and forwards to GB members for approval; updates public record files
2. Handles all communication; updates social media; creates all promotional material and posts accordingly
3. Updates and maintains the club’s digital archives
4. Meets with the Office of Student Affairs to discuss events, financial matters, elections and end of year report.
5. Has the right to be present at any and all meetings the club schedules with College administration, and/or the Student Government and/or any other relevant third parties

**Paragraph F** – [INSERT TITLE AND DESCRIPTION – OPTIONAL]

**Paragraph G** – [INSERT TITLE AND DESCRIPTION – OPTIONAL]

**Article 7**–The club must have at least one advisor according to College regulations. Advisors guide and direct the club/organization members in carrying out their activities and help them to work together in a spirit of cooperation, maintaining unity and continuity between each governing body. The duties of the advisor are outlined in the Student Life Handbook.

**Article 8** –The GB makes its decisions through a majority vote. For a meeting to be valid, a quorum of three (for GBs with five members) to five (for GBs with seven members) members is required and all GB members must be notified. Meetings may be called by any GB member.

**Part IV - ELECTIONS**

**Article 9** – To be eligible to become a member of the GB, a club member must have been part of the general membership of this club for at least one semester. To become President of the club the member must have previously been on the GB for at least one semester; should this not be possible, a member in good standing for at least two consecutive semesters may run for the position of President.

**Article 10**–Elections must take place once a year during the regular election period as set forth by the DEREE Student Association and the Office of Student Affairs. Elections procedures as stated in the *Student Life Handbook* should be referenced for proper election processes.

**Article 11**–The Electoral committee is responsible for elections as stated in the *Student Life Handbook*. It is composed of three members and should be elected/appointed by the general assembly prior to elections.

**Article 12** – Extraordinary elections may take place other than the regular election period only if any of the following special circumstances occur:

* In the case that three (for a five member GB) or five (for a seven member GB) of the originally elected members of the governing body resign
* In the case that the president resigns
* In the case that the general assembly withdraws confidence in the governing body

If any of the above mentioned should occur, regular elections must still take place during the regular election period as set forth by the DEREE Student Association and the Office of Student Affairs.

**Article 13**–If an officer other than the president resigns, the position is left vacant and the duties are distributed among the governing body members, unless otherwise specified in Article 6 of this constitution.

**Article 14**–The newly elected governing body becomes effective at the end of the term of the previous GB, as defined in the *Student Life Handbook*, unless extraordinary elections take place under the special circumstances outlined above.

**Part V – THE GENERAL ASSEMBLY**

**Article 15** – General assembly meetings attended by all club members are held at least once each semester. Members, the advisor and the Office of Student Affairs must be notified at least forty-eight hours in advance. The agenda is formed by the President who must declare all issues presented by other members.

**Article 16** – An extraordinary meeting of the general assembly may be called by the governing body and also by one half plus one (50% +1) of the club members. The designated club members must submit the request, in writing, to the President of the club, the advisor and the Office of Student Affairs. The governing body will call a meeting of the general assembly within five working days of receiving the request. It will inform its members, the advisor and the Office of Student Affairs at least two days in advance concerning the agenda.

**Article 17**–A three fourths (3/4) vote of the members is required in a general assembly meeting, in the presence of the club advisor and/or a member of the Office of Student Affairs, to withdraw confidence in the governing body.

**Article 18** – Should the club not be able to hold a General Assembly with 2/3 of its membership present, or hold regular elections with 50% +1 of its membership participating, the club will enter *re-establishment status.* A steering committee from the club’s remaining general membership will be appointed by the advisor and the Office of Student Affairs to recruit new members and re-establish the club. This steering committee will be responsible for the following:

* Reviewing the constitution and determining any revisions that will facilitate new member recruitment and retention.
* Finding a new advisor, if necessary.
* Developing new activities to recruit new members and implementing those activities.
* Holding elections during the first regular election period as defined by the *Student Life Handbook*.

**Part V – AMENDMENTS**

**Article 19** –To amend articles 1-6 of this constitution an approval of two thirds (2/3) of the members present in the general assembly is required; the club advisor and/or a member of the Office of Student Affairs is required to be present at this general assembly meeting to ensure process. The Office of Student Affairs has final authority over the constitution, articles 7 through 19; these articles can be changed only after discussion with the advisor and a member the Office of Student Affairs. Changes made to articles 7 through 19 with the approval of the Office of Student Affairs must then be approved by the General Assembly of the club with a 2/3 majority vote.

**Part VI – SUBMISSION OF CONSTITUION**

The signatures below indicate this constitution is valid, and all articles have been respected. The constitution takes effect only after the Office of Student Affairs has approved and signed below.

GB or Steering Committee members:

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[title] date

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[title] date

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[name], Advisor date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[name], Student Government President date

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[name], Office of Student Affairs date