



Model Constitution

Chartered student organizations at the College of St. Catherine are required to have an approved constitution. The information below includes information needed for approval by the College; see the SCA staff for assistance and more detailed information. Constitutions should be reviewed with outgoing and incoming officers each year or as changes occur within the organization. Revisions to constitutions should be carefully considered and approved as indicated in the document. When changes are made, a copy of the revised document should be filed with the Student Center and Activities Office.

NOTE: According to the needs of each organization constitutions will vary. The sample below is to help you think about your organization and its needs. Please note that this is only a guide and not all information in this sample would be applicable to all clubs. Please pay attention to the text and whether or not it makes sense to include in your club's constitution.

CONSTITUTION OF (CLUB NAME HERE)

ARTICLE I.-Name

Section 1. The name of the organization shall be _____.

NOTE: Do not abbreviate your name

ARTICLE II.-Purpose (PLEASE BE SPECIFIC-BELOW IS ONLY A LOOSE EXAMPLE)

Section 1. To provide members with leadership opportunities.

Section 2. To cooperate and interact with other student groups to help develop and maintain unity and mutual helpfulness among members of the College of St. Catherine community.

ARTICLE III.-Affiliations

Section 1. This organization shall be a chapter of (if applicable).

Section 2. In case of a conflict between the organization and the National/Regional group, the College of St. Catherine policies will supercede the national affiliation.

ARTICLE IV.-Membership Requirements

Section 1. Membership is limited to College of St. Catherine students.

Section 2. Membership in _____ shall be open to all members of the College of St. Catherine community without regard to race, color, creed, sex, physical ability, sexual orientation, or national origin.

Section 3. All members must complete an application in order to become a member of _____.

Section 4. All financial obligations of members must be paid in full each semester.

Section 5. All members must be present at 70% of all meetings during a given semester.

Section 6. Members shall actively participate in all activities sponsored by _____ unless the activities interfere with a class or job.

Section 7. Members shall be deemed in "good standing" if she has paid dues in full each semester, has a 2.0 cumulative grade point average, and maintains active participation in _____ as outlined in above sections.

Section 8. Recruitment shall take place throughout the year and membership is open at all times.

ARTICLE V.-Removal and Resignation of Members

Section 1. Grounds for removal: Any member not fulfilling the requirements as outlined in this Constitution to the satisfaction of the voting membership or violating the College of St. Catherine policy may be removed from membership. A 2/3-majority vote of the total voting membership shall be required for a removal of any member.

- Section 2. Notice of charges: The motion to remove a member from _____ must be presented in writing to the total voting membership at least 2 weeks before the meeting at which the removal will be voted on.
- Section 3. Right to a fair hearing: The member subject to removal shall have the right to present her case to the membership at the meeting in which the voting for removal is to take place.
- Section 4. Form of vote: All voting under this Article shall be done by voice vote.
- Section 5. Any officer who desires to resign from office must give a two-week notice prior to her resignation.
- Section 6. If an officer resigns or is removed, the membership will vote for a member to fill the vacant position.
- Section 7. If the position of President is vacant, the Vice President will take the position of President. The membership will vote on a replacement for the vacant Vice President position.

ARTICLE VI.-Voting and Elections

- Section 1. Active voting membership will be limited to all students who are active members in good standing and currently enrolled at The College of St. Catherine. Only members in good standing are eligible to hold offices.
- Section 2. All officers shall retain voting rights, however, the President shall only vote in case of a tie.
- Section 3. Nomination process: The nomination of officers shall occur at the first meeting held in April. Any eligible member present may nominate someone or themselves for office by verbally nominating the individual.
- Section 4. Absentee ballots and proxy ballots are not permitted in the nomination or election process.
- Section 5. Election process: The election of officers shall occur at the second meeting held in April. The nominated candidates will be given a chance to address the organization to discuss her qualifications and reasons why she should be selected. Once each candidate has had the opportunity to speak, all eligible members present will have the opportunity to vote by secret ballot. The faculty/staff advisor and current highest-ranking officer not running for office will tabulate all votes.
- Section 6: Term of office: The length of office shall be no longer than one calendar year. Newly elected officers shall take office immediately after the announcement at the second scheduled meeting in April. Officers cannot reappoint themselves for a second term, they must be re-elected.

Article VII.-Officers

- Section 1. _____ shall have four (4) officers. These officers are: President, Vice President, Secretary, and Treasurer.
- Section 2. The President of _____ will provide leadership needed to accomplish the goals and purpose of the club. The President will preside over all meetings and call all meetings to order. The President shall manage and direct the activities performed by _____. The President shall serve as the spokesperson to the general college community. The President will ensure all officers are performing their duties.
- Section 3. The Vice President will support the President in managing and directing activities. In addition, the Vice President will serve as a liaison to the Senate and other campus organizations. In her absence, the Vice President shall assume the role of the President. The Vice President will plan and be responsible for all retreats and training of the organization.
- Section 4. The Secretary shall be responsible for taking minutes of each meeting, maintaining current lists of members, and documenting club events. The Secretary shall notify members of meetings at least one week prior to the scheduled meeting. The Secretary will take attendance at each event and meeting. The Secretary shall prepare ballots for elections. The Secretary will distribute a copy of the Constitution to every member each year.
- Section 5. The Treasurer will be responsible for managing funds of _____, ensuring that money is spent appropriately. The Treasurer will keep an accurate account of all funds

received and expended. The Treasurer shall be responsible for collecting dues and notifying members who are delinquent in their payments. The Treasurer will be responsible for creating a budget each year and giving budget reports at the beginning of each semester. The Treasurer will attend all training provided by SCA.

Article VIII.-Advisor

- Section 1. The advisor shall be nominated by the membership and approved by a simple majority vote of the membership.
- Section 2. The advisor shall serve as a mentor to _____ providing guidance to the officers and members.
- Section 3. The advisor has no voting rights.
- Section 4. The advisor position has no term limit other than he/she must be a current faculty or staff member of the College of St. Catherine.

Article IX.-Finances

- Section 1. Membership dues: Membership dues shall be ten (10) dollars per year or five (5) dollars per semester. Membership dues will be collected at the first meeting of the fall and spring semester.
- Section 2. Funding for _____ shall also be obtained through the Senate.
- Section 3. For the protection of the organization and its officers it is required that two authorized signatures are present on all monetary transactions. Only the President, Treasurer, and Advisor can be signers on the account.

Article X.-Quorum and Meetings

- Section 1. A quorum shall exist at any meeting of the membership where at least fifty percent (50%) of the members are in attendance. Actions requiring a majority vote at any meeting in which quorum is not present cannot proceed.
- Section 3. Regular meetings of _____ shall be held at least six (6) times per semester at such time and place to be determined by the President.
- Section 4. All members shall be notified of any meeting and the nature of the business to be transacted at least one week before such meeting.
- Section 5. The officers of _____ shall meet at least once before any meeting of the membership at such time and place to be determined by the President.

Article XI.-Amendments

- Section 1. Amendments to the Constitution must be proposed in writing to the President.
- Section 2. The amendment must then be presented to the membership during a scheduled meeting and should include a full explanation and/or rationale for the amendment.
- Section 3. The amendment must be voted on at the next scheduled meeting.
- Section 4. The amendment shall not take effect until approved by a 2/3-majority vote of the membership.

History of Constitution:

Created: 20th day of February in the year 2001

Ratified: 15th day of March in the year 2001

Revised: 21st day of April in the year 2002