

“Student Organization” Constitution

Article I. Name

The name of this organization shall be _____.

*** Westminster College may not be used in the name of any student organization as it implies support of positions or content of that organization. Westminster College maintains a position of neutrality.

Article II. Purpose

“Student Organization” is an organization whose purpose is to _____.

Article III. Members

Section 1. Membership is open to all Westminster College students who _____.

NOTE: Faculty, staff, administration, and community members are not generally eligible to be members of student organizations. Because student fees fund student organizations membership should be limited to students. Membership must be open to all students in order to be eligible for SGA funding, but it is acceptable to write “all Westminster College students who share an interest in...”

Section 2. Each active member of the club will pay dues to the organization that shall be established by the current officers.

Article IV. Officers

Section 1. The officers of “Student Organization” shall be President, Vice- President, Secretary, and Treasurer. *(Every organization is required to have a President and Treasurer. Other officers should be determined as need or desired by the group)*

Section 2. The officers of the “Student Organization” shall be elected by *your determined method.*

Section 3. An officer may be removed from their position if they fail to meet the duties of the office. Removal will be decided by *unanimous agreement between the other officers and the faculty advisor. The open position shall be filled by means of a secret ballot election.*

Section 4. No member shall hold more than one office at a time.

Section 5. “Student Organization” shall have one or more faculty advisors that will attend meetings whenever possible and provide assistance when needed.

Article V. Duties of Officers

Section 1. The officers shall perform the duties prescribed by this Constitution.

Section 2. The President shall:

- a. Serve as the official spokesperson for the organization
 - b. Call and preside at all meetings
 - c. Hold regular meetings with the faculty advisor
 - d. Prepare the semester agenda as well as the biweekly meeting agendas
 - e. Collaborate with the Treasurer to create a budget
 - f. Attend all audits and allocations of the student government with the Treasurer
 - g. Execute officer elections for the following year
 - h. Orient succeeding President to the office
 - i. Provide leadership and general supervision to the “*Student Organization*”
- These are recommended duties and should be defined by each group individually.

Section 3. The Vice President shall:

- a. Preside in the absence of the President
- b. Secure a locations for biweekly meetings and special meetings
- c. Ensure that events are properly publicized
- d. Attend officer meetings
- e. Orient succeeding Vice President to the office

These are recommended duties and should be defined by each group individually.

Section 4. The Secretary shall:

- a. Record and present the minutes for each meeting
- b. Keep accurate roll of attendance at Club meetings
- c. Maintain all correspondence for the Club
- d. Read and record members’ excuses from meetings
- e. Attend officer meetings
- f. Orient succeeding Secretary to the office

These are recommended duties and should be defined by each group individually.

Section 5. The Treasurer shall:

- a. Maintain a record of the expenditures and deposits of the Club
- b. Collect dues from the members
- c. Accumulate and maintain all receipts
- d. Collaborate with President to create a budget
- e. Attend all audits and allocations of the student government with the President
- f. Attend officer meetings
- g. Orient succeeding Treasurer to the office

These are recommended duties and should be defined by each group individually.

Article VI. Meetings

Section 1. Meetings shall be held twice monthly and shall be called by the President.

Section 2. Attendance at meetings is expected unless an excuse is presented to the Secretary at least one hour before the start of the meeting.

Section 3. The President may call special meetings in the case of urgent business.

Section 4. *“Student Organization”* may host all-campus functions, in which case attendance by all members is mandatory.

Article VII. Finances

Section 1. Revenue (how will the organization bring in sufficient financial resources to fund club activities?).

The recommendation is to begin with member dues, then consider fundraising (this can be philanthropic or used for club activities as long as you are clear about the purpose of the fundraiser). Lastly, SGA has funds dedicated to assist student organizations. These can be secured by participating in the audits and allocations process each year.

Section 2. Budget and Expenses – This section should talk about who will be responsible for creating a budget and determining which projects and events will be funded under the budget. This is usually done collectively by the president and treasurer. I can include the entire executive team and often includes the advisor.

Article VIII. Amendments

Section 1. (How?)

Section 2.

Section 3.

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