



SAMPLE CONSTITUTION

Sample Constitution for (Insert Club Name)

- Article I. Name (required)
The name of this student organization shall be Parker in the Public
- Article II. Purpose and Goals (required)
Section I. Purpose
The purpose shall be to represent Parker University at area events.
- Section II. Goals
The major goals of this organization will be to 1) help Parker University become better known in the community and to 2) encourage area business to support Parker University.
- Article III. Membership (required)
Section I. Eligibility
Any member of the student body may apply for membership.
- Section II. Selection Process
Application for membership will be open at the beginning of each trimester.
- Section III. Attendance
Attendance at all meetings and organizational events is mandatory. Only recognized excuses will be accepted. No more than two unexcused absences will be accepted.
- Section IV. Removal Procedures
Any member or officer having two unexcused absences a trimester shall be removed from the organization. A quorum of 50% plus 1 (one) must be present at the meeting and a 2/3 (two-thirds) vote must be obtained in order to remove the individual.
- Article IV. Officers (required)
Section I. Requirement for Officers
The officers in this organization must meet the following requirements: 1) be a full-time student at Parker University, 2) have at least a cumulative GPA of 2.0 or above, 3) be subject to removal from office by the organization's advisor should the student fail to maintain the requirements as prescribed in 1 and 2 above.
- Section II. Officers and Duties

President – The President shall preside over regular and executive meetings, coordinate group activities, and communicate with the officers and sponsors on all matters.

Vice President – The Vice President shall assist the President and preside over meetings in the absence of the President.

Secretary – The Secretary shall record minutes at all business meetings, check attendance at functions, and receive and review excuses for absences.

Treasurer – The Treasurer shall collect dues, pay bills, oversee the monetary transactions including fund raising and social functions, and prepare and maintain the annual budget.

Section III. Executive Board (recommended) Describes the special responsibilities and powers given to the Executive Board. Determine who can enter into contracts on behalf of the student organization.

Section IV. Election Process
Elections shall be held at the first regular meeting during the fall trimester.

Section V. Officer Removal
Provisions for removal of an officer will be discussed following a member/officer complaint. After this, a vote will be held at the next meeting, that meeting must have greater than 75% of active member attendance. All organization members will be given 5 days' notice that the vote will be taken. If 75% attendance is not reached, vote is forfeited and the removal of the officer cannot go forward. To remove an officer, 2/3's vote is required from active members.

Article V. Meetings (recommended)

Section I. Regular Meetings
Regular meetings shall be held every second and fourth Monday of the month in the Student Activities Center at noon.

Section II. Quorum
A quorum shall consist of 50% plus 1 (one) of the membership. A quorum must be present in order to conduct official business.

Article VI. Voting (required)

Voting will occur for any club decision involving money or disbursement of club funds. The winning vote must be club majority and conducted in a face-to-face manner, i.e. club meetings.

Article VII. Finances (recommended)

Section I. Dues
Dues shall be determined per academic year and will be collected from all members of the organization.

Section II. Banking

All funds belonging to this organization shall be deposited and dispersed through the accounts set up in the business office. All funds must be deposited within 24 hours after collection.

The advisor of this organization must approve and sign each expenditure before payment.

Article VIII. Amendments and Revisions(required)

This constitution may be amended by a 2/3 (two-thirds) vote of the active membership subject to the approval of the Dean of Student Affairs.

OPTIONAL ARTICLES

Additional articles that may be included are: Elections, Statement of National/Local Affiliation, Advisors, Organization History (when established, calendar of regular events, etc.).

DATE ADOPTED: (Date)

DATE LAST AMENDED/APPROVED: (Date)

President's Signature

Advisor's Signature