

Name of your Club
Constitution

ARTICLE I - NAME

The official name is to be: _____

ARTICLE II - PURPOSE

The purpose of this organization/association is

- (1) To promote the cultural and scholastic exchange between United States and students from name of country; or
- (2) To provide services and camaraderie between the students of the organization/association; or
- (3) The purpose shall be the advancement and dissemination of the theory and practice of _____; or
- (4) The purpose shall be to promote awareness of traditional _____ culture; or
- (5) To build strong social and educational ties and foster excellence and high academic achievements among its members; or
- (6) To provide members the opportunities to meet _____ professionals through lectures, meetings, and/or discussions with professionals in their chosen fields; etc.

ARTICLE III - MEMBERSHIP

- (1) Active membership shall be limited to students officially connected with the college as undergraduate students; or
- (2) All members of the College will be welcomed and accepted regardless of race or ethnicity; or
- (3) Membership shall be limited to students officially enrolled in the school of _____; or etc.

ARTICLE IV - OFFICERS

- (1) The officers shall consist of a duly elected president, vice-president, treasurer, and secretary; or
- (2) The organization shall be led by a five member council, each of whom shall serve as a committee chair. or
- (3) The executive board shall consist of the president, vice-president, treasurer, and secretary; or
- (4) All elected officers of the organization/association shall serve a term of year; or

- (5) The advisor shall be chosen by the executive board and may serve more than one term of office (this is advised to allow for smoother transition from one year to the next); or
- (6) Elections shall be held in the first part of each spring semester and the newly elected officers shall assume their positions at the next regularly scheduled organization/association meeting (SA/FAC allocations take place in the last half of the spring semester for the following academic year. Having your officers in place before the allocation process starts is advised for the success of the organization/association from year to year); etc.

ARTICLE V - DUTIES OF OFFICERS

- (1) The president shall call and preside at meeting of the organization/association, determine that all duties of the other officers are performed in accordance with the constitution, and promote the function and purpose of the organization/association; etc.
- (2) The vice-president shall assist the president in the performance of her/her duties and act on their behalf and assume their responsibilities upon the absence of the president; etc.
- (3) The treasurer shall collect the revenues owed the organization/association and maintain appropriate record in accordance with the SA/FAC guidelines for organizations; etc.
- (4) The secretary shall record the minutes of regular and special meetings as well as all meetings of the executive board; etc.
- (5) An officer may be removed for non-performance of his/her duties by a 2/3rd majority vote of the organization/association that has a quorum; etc.

ARTICLE VI - MEETINGS

- (1) There shall be at least _____ meetings during each semester of an academic year; or
- (2) Meetings shall occur on a regular basis at a time selected by the membership at large; or
- (3) Meetings of the executive board shall be held as required to conduct necessary business of the organization/association; etc.

ARTICLE VII - VOTING

- (1) All members in good standing (requirements should be established in your by-laws) are eligible to vote with the exception of the president, who shall cast his/her vote in the event of a tie; etc.

ARTICLE VIII - AMENDMENTS

The constitution may be amended by a 2/3 vote of quorum. The changes to the constitution must be submitted at a meeting previous to the night of voting. (This will assure all membership a chance to review the changes and be present for the vote.)