MODEL CONSTITUTION FOR STUDENT ORGANIZATIONS

 (remove the above title and replace with name of the club/organization)

Every student club must have a constitution on file in Student Activities. This model is to be used as a guideline for your organization. (remove this statement prior to submission)

# ARTICLE l- NAME (remove and replace with club/organization name)

The name of the club/organization shall be the name used to register the organization with the College. 

## ARTICLE ll- PURPOSE

The purpose of the organization is... [State purpose]

# ARTICLE lll- MEMBERSHIP

All members must be currently registered, matriculated students of York College and must subscribe to, or be interested in, the purpose of this club/organization.

# ARTICLE IV-OFFICERS

Section 1: All nominees for organization executive board positions must have a minimum cumulative index of 2.0 and, if elected, must maintain a cumulative 2.0 index throughout their term of office. Officers must be registered for a minimum of 6 credit hours throughout term of office.

Section 2: The officers of the organization shall serve one year, and shall include:

 a. A president who shall be the official representative of the organization. The president shall have the power to convene and preside over the meetings of an executive board and the general membership and prepare the agenda for all the meetings. 

1. A vice president who shall assume the duties of the President in his /her absence and in the event the president is unable to perform his/her duties. The vice president shall be required to see that standing committee chairpersons are fulfilling their duties.
2. A treasurer, who shall collect any dues, and monies and deposit all monies in an account through the college association. The treasurer shall be responsible for all club disbursement, record-keeping and completing all financial paperwork for the organization. The treasurer shall assume the position of vice president in the event that he/she is unable to perform their duties.
3. A secretary shall take minutes and attendance of all meetings, maintain an up-to-date active voting membership roster and handle all correspondence. The secretary is  responsible for keeping the minutes for all meetings held by the organization, and after the meeting he/she is responsible for submitting their minutes to Student Activities.

# ARTICLE V- EXECUTIVE BOARD

The members of the executive board shall be president, vice president, treasurer, and secretary.

The total membership of the executive board shall not exceed four members of the organization.

The president shall be the chairperson.

# ARTICLE Vl- MEETINGS

Section 1: The organization shaIl hold at least one general membership meeting each month. The College Association requires a student organization to hold a minimum of three meetings per semester to remain eligible for benefits.

Section 2: A quorum consisting of two-thirds majority of the total active voting membership is necessary for the transaction of any business of all meetings.

Section 3: All meetings must have an agenda, and a minimum of seven (7) day’s notice of the meeting must be given to all organization members

Section 4: The president must conduct a meeting within a reasonable amount of time if such a meeting is initiated.

By majority vote of the voting members, present at a regular or special meeting

 **-** By any other guideline decided by the active voting membership for special meetings.

## ARTICLE VII- ELECTIONS

Section 1: A general election must be held once each year to elect an executive board. This election should be held in the Spring for officers beginning their term the next academic year.



Section 2: All officers shall be elected by majority vote by active voting members present whose names appear on the membership roster, during the annual election.

Section 3: All officers must have a cumulative index of 2.0

ARTICLE VIII- IMPEACHMENT

The members of the club will be entitled to impeach any officer(s) in which he/she acts in any inappropriate manner, and does not fulfill the responsibility as expected.

ARTICLE IX- AMENDMENTS 

Amendments to this constitution shall be introduced from the floor and must be submitted to the secretary in writing at a general membership meeting. The entire voting membership must be notified in writing prior to a vote on proposed changes.

# ARTICLE X-DISSOLUTION

In the event of dissolution of this club/organization, all accrued funds and assets shall revert to the College Association.