

The Constitution of the _____

of Adrian College

PREAMBLE

We, the ... Please fill in the rest with your mission statement _____

NAME

The name of this organization is _____

PURPOSE

The Purpose of this organization shall be to provide ... (this should be different than your mission statement)

AFFILIATION WITH OTHER ORGANIZATIONS

The _____ is affiliated with the _____
Name of Organization Name of the Local, State, or National Organization

MEMBERSHIP

General Assembly Membership

The membership of _____ shall consist of any interested student currently enrolled at Adrian College. It is the policy of Adrian College and _____ that the organization does not discriminate on the basis of race, ethnicity, creed gender (where appropriate), sexual orientation, national origin, religion, age, disabilities or physical characteristics.

A Membership Clause (i.e. Every member must have the interest in our Group and come to 10 of the 15 meetings held). _____

Fees/Dues

A membership fee of \$ _____ (semester/yearly) will be due of all members

EXECUTIVE BOARD

Description

The Executive Board shall consist of four (4) core members: President, etc...

Qualifications

Each Executive Board member must be registered for at least six semester hours of credit at Adrian College.
Each Executive Board member must carry a 2.0 cumulative GPA, and be in good academic standing.

Elections

The officers shall be nominated by _____
Whom? (i.e. General Assembly)

The officers shall be elected by _____
Whom and what process? (i.e. General Assembly, Majority vote)

The New Executive Board shall serve from _____ to _____

EXECUTIVE BOARD RESPONSIBILITIES

President

Preside at all meeting of _____

Make an agenda...

Add whatever duties you feel necessary

Vice President

Address any duties deemed necessary by the organization or the President.

Perform the duties of the President in his/her absence.

Add whatever duties you feel necessary.

Secretary

Perform the duties of the President in the absence of the President and Vice President.

Be responsible for recording the minutes for each meeting.

Add whatever duties you feel necessary.

Treasurer

Continually update all financial records.

Add whatever duties you feel necessary.

ADVISORS

Advisors

The Advisor(s) to the _____ shall be chosen by
_____. Each advisor shall serve his/her term from
_____ to _____.

MEETINGS

Meetings

The first general assembly meeting in the fall semester shall be held within the first three weeks of the semester.

General Assembly meetings shall be held _____
How Often(i.e. once a week), Time, and Place

Quorum

Quorum (number of members required to conduct business) shall be composed of _____ of the
membership. Number (i.e. 2/3, 1/2)

AMENDMENTS

Proposed Amendments

_____ is

Process (i.e. all proposed amendments must be submitted in writing to President before reaching the Assembly)

Required to propose an amendment to the constitution.

The President must have the proposed amendment _____ before an amendment
may be voted upon. Period of Time (i.e. one week)

_____ vote is required to pass an amendment.
Percentage (i.e. 2/3)

IMPEACHMENT

Executive Board

Impeachment proceedings and charges may be moved by _____
Whom? (i.e. any member)

A vote of _____ of the members is necessary for impeachment.
Number (i.e. 2/3)

DISSOLUTION

Should the _____ cease to exist, all monies remaining in the non-Student Life
Name of Organization

Fee accounts should be donated to _____.
Charity, Department, or National Organization

ROBERTS RULES OF ORDER

Roberts Rules of Order

Look to "Roberts Rules of Order" to resolve any dispute, conflicts, or rulings.

Ratified: _____
Date (i.e. January 1, 2010)