



## STUDENT ORGANIZATION CONSTITUTION

### Article I (Name)

The name of the organization shall be \_\_\_\_\_

### Article II (Objective, Aims, or Purpose)

It shall be the purpose of \_\_\_\_\_ (hereafter referred to as "club")  
to \_\_\_\_\_

### Article III (Membership and Eligibility Criteria)

Section A: To be a member, a student must be enrolled in six credit hours and maintain a G.P.A. of 2.0. Membership is open to any enrolled Edison State College Student, including upper level students, regardless of age, sex, nationality, race, religion, sexual orientation and/or handicap:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### Section B: Dues and collection procedures (if any)

The fiscal year of the \_\_\_\_\_, shall be from \_\_\_\_\_ to \_\_\_\_\_.

The amount of annual dues shall be determined each year by \_\_\_\_\_.

Dues shall not exceed \$ \_\_\_\_\_ per year.

The disbursement of dues shall not be based on race, creed, religion, sex, or national origin.

Specific procedures for collection and disbursement of dues are as follows:

Collection of dues: \_\_\_\_\_

Disbursement of dues: \_\_\_\_\_

Policy regarding student dues if a student quits or is removed from the club:  
\_\_\_\_\_

### Article IV (Voting)

Section A: A quorum will be \_\_\_\_\_.

Section B: Each member in good standing may vote.

Section C: Proxy votes are allowed. Two letters must be written or a letter must be sent to the Executive Vice-President before the meeting, and the other must be an appointed member.

### Article V (Officers)

Section A: To be on the executive board, a student must be enrolled in nine credit hours and maintain a G.P.A. of 2.5.

The \_\_\_\_\_ shall have a  
(name of group)

President, Vice-President, Secretary, and/or Treasurer (Advisor may also be included in this section). These officers comprise the Executive Committee or Board.

Section B: All officers must be members of \_\_\_\_\_  
(name of group)

Section C: The term of office shall be from \_\_\_\_\_ to \_\_\_\_\_.  
(month/date) (month/date)

Section D: Election of officers shall be held \_\_\_\_\_.  
(annually/month)

At least two weeks notice shall be given before the election meeting. Nomination shall be initiated from the floor and elections done by ballot. The person receiving majority vote will be elected.

Section E: Any officer may be removed from membership in \_\_\_\_\_  
by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members of \_\_\_\_\_.

Section F: Any vacancy which may occur in an office shall be filled by appointment by the remaining members of the Executive Board pending ratification at the next group meeting.

#### Article VI (Duties of Officers)

*This section includes suggested offices and responsibilities; it is up to the club as to which officers and responsibilities are appropriate, but the chosen positions should be clearly described in the constitution.*

##### Section A: The President

1. The President shall be the chief executive officer of the club.
2. The President shall appoint all Committee chair persons.
3. The President, with approval of the Executive Board, directs the budget of the club.
4. Vacancies in the office will be filled by appointment of the President with approval of the Executive Board.

##### Section B: The Vice-President

1. The Vice-President shall be the parliamentarian for the club.
2. The Vice-President shall assume the duties of the President should the office become vacant, or in the absence of the President.
3. The Vice-President will maintain the file of the current constitution and its bylaws.
4. The Vice-President should perform other duties as directed by the President.
5. The Vice-President will be responsible for scheduling programs.

##### Section C: The Secretary

1. The Secretary shall be responsible for keeping the minutes of all meetings of the Executive Board.  
The Secretary will provide a copy of the minutes for each officer and the Student Life Specialist.  
The Secretary shall maintain a complete and accurate account of all club activities.

##### Section D: The Treasurer

1. The Treasurer shall make a quarterly report containing a list of all receipts and disbursements and the location of property presented in these figures.
2. The Treasurer shall keep a current record of all club financial transactions.
3. The Treasurer will provide a copy of the quarterly reports for each officer.
4. The Treasurer shall perform other duties as directed by the President.

##### Section E: The Advisor

1. The Advisor shall assist the group in their execution of roles and responsibilities.
2. The Advisor shall provide feedback to the organization regarding its operation or function.
3. The Advisor shall serve as a resource for alternatives with regards to decision making or ideas.
4. The Advisor should be aware of the organization's status and all financial transactions.
5. The Advisor should be aware of any and all procedures and regulations affecting the group and should assist in the organization's adherence to them.

6. The Advisor should provide advice upon request, and should share knowledge, expertise, and experience with the group.
7. The Advisor will be a non-voting member of the Executive Committee, and will attend the meetings of the organization.
8. The Advisor shall have the authority to override club decisions only when absolutely necessary, though only with the consent of the Office of Student Life.

#### Article VII (The Structure of Group Committees)

##### Section A: Committee Identification and Appointment

The following committees (other than the Executive Committee or Board) shall be appointed by the President subject to ratification of the organization during regular business meeting.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Section B: The duties of the standing committees shall include: (Provide details of responsibilities respective to the Committee).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Article VIII (Notice of Meetings)

Section A: The times for regularly scheduled meetings shall be: \_\_\_\_\_

\_\_\_\_\_.

Section B: At least \_\_\_\_\_ days notice shall be given for each regular business meeting of the organization.

Section C: Special or emergency meetings may be called with less than \_\_\_\_\_ days notice by Executive Committee.

Section D: The meetings shall include a quorum, order of business, and disposition of minutes.

#### Article IX (Parliamentary Procedure)

Section A: (Example: Robert's Rules of Order, Revised Ed., shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.)

Section B: The rules may be suspended by two-thirds vote of present membership.

#### Article X: Hazing

Florida Statutes on Hazing: [www.leg.state.fl.us](http://www.leg.state.fl.us).