



Constitution of *(insert organization name here)*

Preamble

We the students of Florida SouthWestern State College (FSW), in order to further enhance student life, provide and promote student activities, do ordain and establish this constitution for FSW.

Article I – Name

Section 1 The name of this organization will be *(provide actual name which will be used for all business conducted)*.

Article II – Purpose

Section 1 The purpose of this organization is to provide an opportunity for students of Florida SouthWestern State College to *(promote, organization, recognize, etc.)*

Article III – Affiliations

Section 1 *(Note: Affiliation with national, regional, other groups and specify what the relationship is between the local FSW group and other groups.)*

Article IV – Membership

Section 1 The organization is open to all students of Florida SouthWestern State College.

Section 2 All programs, activities, employment and facilities of Florida SouthWestern State College are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution.

Section 3 To be a member, a student must be enrolled in six credit hours at Florida SouthWestern State College and maintain a 2.0 cumulative GPA.

Section 4 Eligibility requirements *(grade point average, special qualifications, etc. may be used for eligibility but cannot be based on illegal discrimination)*.

Section 5 Removal of Members:

Part A Grounds for removal of members include:

- a. Violation of College Operating Procedures
- b. Violation of the Student Code of Conduct

Part B A member may be removed by the following process: *(include process for removal)*

Article V - Dues and Collection Procedures

- Section 1 The fiscal year of the *(student organization)*, shall be from July 1 to June 30.
- Section 2 The amount of annual dues shall be determined each year by *(person/group responsible)*.
- Section 3 Members shall pay dues in the amount of $\$(dues)$ on a *(monthly, quarterly, yearly)* basis.
- Section 4 The disbursement of dues shall not be based on race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status.
- Section 5 *(Specific procedures for collection)*.
- Section 6 *(Specific procedures for disbursement, i.e. allocation of funds, maintenance of accounts, notice to incoming officers of accounts' presence)*.
- Section 7 *(Policy regarding student dues if a student quits or is removed from the club)*.

Article VI – Officers

- Section 1 The officers of this organization shall consist of *(state the titles of the Executive Board officers)*.
- Section 2 Qualifications of each officer are *(if any)*
- Section 3 To be an officer on the Executive Board, a student must currently be enrolled in nine credit hours at FSW and maintain a cumulative 2.5 GPA.
- Section 4 The term of office shall be from July 1 to June 30.
- Section 5 An advisor may remove an officer if the officer fails to maintain the minimum qualifications.
- Section 6 Any officer may be removed from membership in *(student organization)* 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 *(student organization)*.
- Section 6 Any vacancy which may occur in an office shall be filled by appointment by the remaining members of the Executive Board pending approval of all members at the next group meeting.

Article VII – 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 1 President
Part A The President shall be the chief executive officer of the club.

Part B The President shall appoint all Committee chair persons.

Part C The President, with approval of the Executive Board, directs the budget of the club.

Part D The President shall preside over all meetings of the organization.

Part E Call special meetings of the organization.

Part F Vacancies in the office will be filled by appointment of the President with approval of the Executive Board.

Section 2 Vice President

Part A The Vice-President shall assume the duties of the President should the office become vacant, or in the absence of the President.

Part B The Vice-President will maintain the file of the current constitution and its bylaws.

Part C The Vice-President should perform other duties as directed by the President.

Part D The Vice-President will be responsible for scheduling programs.

Section 3 Secretary

Part A The Secretary shall be responsible for keeping the minutes of all meetings of the organization.

Part B The Secretary will provide a copy of the minutes for each officer and the Student Life Specialist.

Part C The Secretary shall maintain a complete and accurate account of all club activities.

Section 4 Treasurer

Part A The Treasurer shall make a quarterly report containing a list of all receipts and disbursements and the location of property presented in these figures.

Part B The Treasurer shall keep a current record of all club financial transactions.

Part C The Treasurer will provide a copy of the quarterly reports for each officer.

Part D The Treasurer shall perform other duties as directed by the President.

Article VIII – Elections

Section 1 Selection of officers shall be held (*Provide the month of elections, specify who will inform the membership of the election meetings and the method of notification. A*

provision should be made about the amount of time required to provide advance notice of elections.)

Section 2 *(Specify procedures for filling vacancies.)*

Section 3 Procedures for voting shall be *(How will the group vote?)*

Article IX – Voting

Section 1 A quorum shall consist of *(percentage that constitutes a majority)*.

Section 2 Each member must be in good standing with the organization to be eligible to vote.

Article X – Committees *(optional)*

Section 1 The following standing committees shall be appointed by the President, subject to approval of the organization during a regular business meeting.

1. *(committee)*
2. *(committee)*
3. *(committee)*

Section 2 The duties of the standing committees shall include: *(provide details of responsibilities respective to the Committee)*.

Part A *(committee composition, appointment, function, powers & duties, membership, financing, publicity, etc.)*

Part B *(committee composition, appointment, function, powers & duties, membership, financing, publicity, etc.)*

Part C *(committee composition, appointment, function, powers & duties, membership, financing, publicity, etc.)*

Article XI – Advisor

Section 1 There shall be *(1, 2 or more)* faculty or staff advisors who shall have no voting privileges.

Section 2 The Advisor shall assist the group in their execution of roles and responsibilities.

Section 3 The Advisor shall provide feedback to the organization regarding its operation or function.

Section 4 The Advisor shall serve as a resource for alternatives with regards to decision making or ideas.

Section 5 The Advisor will be aware of the organization's status and all financial transactions.

Section 6 The Advisor will be aware of any and all procedures and regulations affecting the group and should assist in the organization's adherence to them.

- Section 7 The Advisor will provide advice upon request, and should share knowledge, expertise, and experience with the group.
- Section 8 The Advisor will attend all meetings and activities of the organization.
- Section 9 The Advisor will perform eligibility checks on all officers and members, and inform ineligible members of their status.
- Section 10 The Advisor shall have the authority to override club decisions only when absolutely necessary with the consent of the Office of Student Life.

Article XII – Meetings

- Section 1 Regular meetings of this organization shall be held (*weekly, monthly, bimonthly*).
- Section 2 At least (X) days’ notice shall be given for each regular business meeting of the organization.
- Section 3 (*Specify who shall have the responsibility to notify members of the meeting and the method of notifications to be utilized*).
- Section 3 Special or emergency meetings may be called with less than (X) days’ notice by the Executive Committee.
- Section 4 The meetings shall include a quorum, order of business and disposition of minutes.
- Section 5 A quorum shall consist of (X) voting members or a percentage of voting members present at any regular or special meeting.
- Section 6 Quorum is required for all official meetings and requires the presence of the advisor.

Article XIII – Constitutional Amendments

- Section 1 The constitution may be amended by a vote of (*two-thirds, three-quarters*) majority membership at any regular or special meeting.

Article XIV – Hazing

- Section 1 Florida Statutes on Anti Hazing 240.326: www.leg.state.fl.us