[INSERT NAME HERE] Club Constitution

Article I. NAME

This organization shall be known as [INSERT NAME HERE]. The organization may also be known as [INSERT ACRONYM].

Article II. AFFILIATION

[INSERT NAME HERE] is affiliated with [INSERT NAME HERE]

Article III. MISSION

It is the mission of the [INSERT NAME HERE] to [INSERT MISSION HERE].

Article IV. MEMBERSHIP

Section 1 Membership

A. Membership of the [INSERT NAME HERE] shall be open to all students who have paid the mandatory Associated Students of Willamette University student fees.
B. No person will be denied membership with regard to espoused or perceived identities such as: race, color, creed, religion, sex, national origin, sexual orientation, age, or physical or mental ability.
C. Active members shall be defined as those students who attend a minimum of five meetings per semester. Only active members may hold office, vote in elections, and vote on club business.

Article V. OFFICERS

Section 1 Officers

The officers of the [INSERT NAME HERE] shall be President, Vice-President, Secretary, and Treasurer/ASWU Budget Officer.

Section 2 Duties of Office

A. President
   1. Enforce the Constitution of the [INSERT NAME HERE].
   2. Preside over all [INSERT NAME HERE] meetings with an impartial demeanor.
   3. Represent [INSERT NAME HERE] on all public relations and official functions.
   4. Authorize, with the assistance of the Treasurer/ASWU Budget Officer, the use of all [INSERT NAME HERE] funds.
   5. Responsible for attending Student Organization Orientation.

B. Vice President
   1. Assume all responsibilities of the President when necessary.
   2. Responsible for advertising all events.
   3. Maintain all applicable calendars and web information.
C. Secretary
   1. Presides over [INSERT NAME HERE] meetings in the absence of the President and Vice President.
   2. Prepare and post agenda of each meeting at least 24 hours prior to the meeting.
   3. Prepare and email updated minutes to listserv within 24 hours following each meeting.
   4. Maintain accurate attendance and activity/event records including all club correspondence (email, voice Mail, mail box).

D. Treasurer /ASWU Budget Officer
   1. Receive, record, and deposit all [INSERT NAME HERE] funds.
   2. Be responsible for retaining all club receipts.
   3. Have a bi-weekly financial report available at all meetings.
   4. Maintain accurate fiscal records.
   5. Aid in the authorization with the President of all [INSERT NAME HERE] funds.
   6. Responsible for the requisitioning of all funds from ASWU.
   7. Responsible for attending Student Organization Orientation.

Section 3  Terms of Office

One term of office for each executive board member, shall be two (2) semesters. There shall be no limit imposed on the number of terms any member may serve.

Section 4  Vacancies of Office

If a vacancy exists for any position, a special election shall be held for the vacant position. In the interim the succession of office will be used to fill the position until elections can be held for that position. Succession of office is as follows: President, Vice-President, Secretary, and Treasurer/ASWU Budget Officer.

Section 5  Impeachment

A. Impeachment charges may be initiate against any officer by any member of the club in writing stating the charges:
   1. Violation of the ASWU Constitution and/or bylaws
   2. Violation of the [INSERT NAME HERE] Constitution
   3. Abuse of powers
   4. Neglect of duties

B. The charges shall be read by the presiding officer at the next meeting, which must be held within seven school days following submission of the charges.

C. The recommendation for impeachment shall be taken up as the first item of new business.

D. The officer being impeached shall be removed from office if two-thirds (2/3) of the current membership votes for removal of the said officer.
Article VI. ADVISOR

Section 1 University Administration

1. The advisor will serve as an ex-officio (non-voting) member of the [INSERT NAME HERE].
2. The advisor will be on-campus and not on leave or sabbatical. If the advisor chooses to leave campus, a new advisor will be selected.

Section 2 Duties and Responsibilities

A. Serve as a mentor, providing direction as to the purpose, goals, and objectives of the club to executive board and members.
B. Ensure that the organization operates within the legal and ethical guidelines of Willamette University, professional organizations, and the state.
C. Act as the communication link between the organization and the administration.
D. Provide staff approval/opinion on programming events (if needed for risk management).
E. Negotiate and initiate University process to sign all binding contracts.
F. Support the participation and development of members.
G. Remain well informed of group plans and activities.
H. Be an expert on the organization’s constitution.
I. Serve on all selection committees (as a non-voting member).

Article VII. MEETINGS

Section 1 Quorum

A meeting shall be declared to have a quorum if a simple majority (51%) of the club membership is present.

Section 2 Executive Board

The executive board shall meet at least twice a month during the regular school year.

Section 3 Club Meetings

Meetings shall be held on a monthly basis starting in August during the regular school year. To remain in good standing a member is expected to attend at least two (2) of the regularly scheduled weekly meetings.

Article VIII. ELECTIONS

Section 1 Voting

A. Votes shall be taken during a meeting that has declared a quorum.
B. Only active club members may vote on club issues.
C.

Section 2 Officers Elections

A. The officers shall be elected by secret ballot at the meeting prior to spring break in the spring semester.
B. The person with a simple majority of the vote will be declared the winner.

Article IX. TRANSITIONS

Once elected, new officers shall work with outgoing officers to learn the skills needed to take over the office. At least one meeting will be set for outgoing and incoming officers along with the group’s advisor prior to the end of the school year. New officers shall assume full duties at the last official meeting of the school year.

Article X. SAFETY AND LIABILITY

[INSERT NAME HERE], and any member of the club acting on behalf of the committee, disclaim any liability whatsoever for any loss, damage, personal injury or death suffered or caused during a Club activity, or while in transit as part of a Club trip.

Article XI. AMENDMENTS

Amendments to the Constitution of [INSERT NAME HERE] must be proposed in writing by any active member of the club. Amendments must be tabled for discussion for a minimum of one week, and then votes will be taken on all new amendments. Amendments will be ratified by the approval of the membership by two-thirds (2/3) of in a meeting that has declared a quorum.

Article XII. RATIFICATION

This Constitution of [INSERT NAME HERE] is hereby unanimously ratified by the membership on [INSERT DATE HERE].

Respectfully submitted:

First M. Last
President
[INSERT NAME HERE]
[INSERT DATE HERE]

First M. Last
Vice President
[INSERT NAME HERE]
[INSERT DATE HERE]

First M. Last
Secretary
[INSERT NAME HERE]
[INSERT DATE HERE]

First M. Last
Treasurer/ASWU Budget Officer
[INSERT NAME HERE]
[INSERT DATE HERE]

Adapted from the Sample Constitution from Whitman College in Walla Walla, WA.