

## **SAMPLE CONSTITUTION**

### **ARTICLE I-GENERAL**

Section 1: The official name of this organization shall be \_\_\_\_\_

Section 2: The club shall operate as a non-profit organization.

Section 3: The club shall abide by the applicable rules and policies of The King's College pertaining to student organizations and shall operate in a manner consistent with the mission and educational goals of the college.

### **ARTICLE II-PURPOSE & MISSION**

Section 1: The mission of \_\_\_\_\_ is to \_\_\_\_\_ .

Section 2: The top three goals for \_\_\_\_\_ (year) are:

### **ARTICLE III-MEMBERSHIP/IMPEACHMENT**

Section 1: Voting membership is open to all students, faculty and staff at The King's College.

Section 2: No more than 1/4 of the voting membership shall consist of non-students.

Section 3: Any member/officer may be impeached for misconduct (this should be defined by the group-perhaps not doing duties, attendance, breaking the law, immorality, etc.) The member/officer shall be given a seven-day notice and an opportunity to defend him/herself. This impeachment vote shall require a 2/3 majority vote.

Section 4: Any member may resign at any time by filing a written resignation with the secretary.

### **ARTICLE IV-OFFICERS**

Section 1: The officers of this club shall consist of President, Vice-President, Secretary, and Treasurer. Additional officers may be designated by the group.

Section 2: All officers must be currently enrolled students at The King's College and registered for at least six credits. No student on academic or disciplinary probation will be eligible to be an officer in a student organization.

Section 3: Officers shall be selected during a regular meeting and shall serve for a period of one year. Officers shall be elected by plurality of the voting members present providing a quorum is present.

Section 4: The duties of the officers are as follows:

a. President-Preside over all meetings of the club and serve as Chair of the Executive Committee. Act as the official representative of the organization at other meetings and events.

b. Vice-president-Preside at meetings of the club and the Executive Committee in the absence of the president. Succeed the president if the president were unable to complete his/her term of office.

c. Secretary-Record and produce minutes of all meetings. Handle all formal correspondence between members and officers of the group.

d. Treasurer-Handle all financial transactions of the club. Maintain thorough and accurate records of all transactions. Produce financial reports as required by the club.

## **ARTICLE V-ELECTIONS**

Section 1: Officers shall be elected annually by the group.

Section 2: Any undergraduate student of the group may be nominated for election. Nominations should be submitted to the secretary in writing one week before the date appointed for elections to be held. All members shall have one vote by secret ballot. Members may vote by proxy if necessary. The secretary shall be responsible for informing all members of the election date and process.

## **ARTICLE VI-MEETING**

Section 1: A regular meeting shall be held once each month during the academic year. A special meeting may be called by the Executive Committee or by a petition of ten percent of the voting membership.

Section 2: A quorum shall be present in order to conduct the official business of the club. A quorum shall consist of 50% of the voting membership plus one.

Section 3: Decisions of the club shall be enacted by a majority vote of the voting membership plus one.

## **ARTICLE VII-FINANCIAL MATTERS**

Section 1: The club shall not provide monetary gain, incidentally or otherwise, to its directors or membership. This does not restrict the payment of wages, salaries or incentives by the club for services rendered.

Section 2: Unless otherwise specified by the membership at the time of dissolution of the organization, residual assets shall be distributed to The King's College Student Mission Fund.

## **ARTICLE VIII-AMENDMENTS**

Section 1: Any members of the club may propose Amendments to the constitution. Such proposals shall be submitted in writing to the Executive Committee. The Executive Committee will then present the amendment to the membership at the next regular meeting. The amendment will then be voted on at a subsequent meeting.

Section 2: Duly proposed amendments shall be submitted to a vote of the voting members providing a quorum is present. A two-thirds majority vote in favor shall be required for adoption of such amendments.