

Sample Constitution

Article I - Name

This organization will be known as the_____.

Article II - Purpose

The purpose of the organization is to_____.

Article III - Membership

Membership is open to all faculty, staff and students at Miami University without discriminating on the basis of sex, race, color, religion, national origin, disability, age, or sexual orientation. Faculty, staff, and members of the greater community may join as associate, non-voting, members. Only student members are eligible to vote on any matters pertaining to the organization. Membership is achieved by completing an enrollment form and attending at least one meeting per semester.

Article IV - Quorum

A quorum is required for any formal business or vote to be conducted. A quorum shall consist of at least half of the student membership.

Article V - Officers and Duties

Section 1. The President shall:

- A. Hold officers' meetings and set agenda for the regular meetings.
- B. Attend all meetings.
- C. Have knowledge of all activities occurring.

Section 2. The Vice President shall:

- A. Attend all meetings and assist the President when needed.
- B. Co-ordinate a list of members able to work at activities.
- C. Prepare an activity schedule.

Section 3. The Secretary shall:

- A. Prepare minutes at each meeting.
- B. Read the minutes from previous meetings at each new meeting.
- C. Prepare and provide all members with information on current activities.
- D. Assist the President and Vice President when needed.

Section 4. The Treasurer shall:

- A. Keep all books balanced and current and provide timely budget reports to the organization membership.
- B. Pay bills and reimburse any personal investments.
- C. Handle all budgetary duties for the organization.
- D. Assist the President and Vice President when needed.

Article VI - Election and Installation of Officers

- A. Within no more than the course of two meetings, officers shall be both nominated and elected by ballot vote.

- B. The election process will be held as soon as possible after the fall semester begins.
- C. Only student members of the _____ may vote and hold office.
- D. The term of all officers will be one year. However, the same individual may hold office for more than one year.

Article VII – Replacement of Officers

Section 1. Succession of officers – If an officer is unable to complete a term in office, he or she may be replaced in an election by a simple majority vote cast by a quorum of student members.

Section 2. Any member of the _____ may be impeached or removed from membership. Impeachment charges may be proffered against a member by a minimum of two members of the club. In the event that the President is the charged individual, the charges will be presented to the Vice President. The charged member will be notified in writing a minimum of seven days prior to the hearing in front of the members. Members may be removed by the approval of at least 60% of a quorum present and voting.

Article VIII – Advisors

- A. One or more advisors will be selected by the organization to serve a one-year term. An advisor should be a faculty member or staff.
- B. An advisor may serve consecutive terms.
- C. The duties of an advisor include, but are not limited to, helping the officers arrange topics of discussion and other activities of the club.
- D. Advisors may be replaced by a 75% majority of votes cast by a quorum of student members.

Article IX – Meetings

- A. Meetings will be held at least once each month during fall and spring semesters.
- B. A quorum must be present if any business is conducted. A quorum is not required if a meeting consists solely of a discussion and/or presentation.

Article X – Amendments and Revisions

- A. There will be an annual review of the constitution at the beginning of each fall semester prior to the election of new officers.
- B. Any member may propose an amendment to the constitution. The proposal must be distributed to all members and voted on at a meeting held no sooner than one week after the distribution of the proposal. A change in the constitution requires a 75% vote of a quorum present and voting.