

# [SAMPLE CONSTITUTION FORMAT]

## Constitution of [insert Club/Organization name here]

### ARTICLE I

#### Name

The name of this Club/Organization will be [insert name here].

### ARTICLE II

#### Purpose

The purpose of this Club/Organization is to provide an opportunity for students of the College of Central Florida...[list reason for existence, goals of the Club/Organization. Examples may include: Provide a sense of community; Maintain academic freedom; Promote leadership skills; etc.].

### ARTICLE III

#### Membership

Section 1: The Club/Organization is open to all students of the College of Central Florida.

Section 2: The Club/Organization shall not discriminate against any student on the basis of race, color, religion, sex, national origin, creed, age, disability, marital status, major and/or degree program, political opinions or affiliations, or veteran status.

Section 3: Dues (if applicable)

a. The amount of \$[insert dues amount here] will be charged every semester/year for membership dues

b. The monies will be paid the first month of the semester the student becomes a member

Section 4: Membership allows one to vote and join a committee. Membership will be renewed by registration and dues (if applicable) at the beginning of each academic year.

### ARTICLE IV

#### Officers

The officers of this Club/Organization shall be [insert officer positions here]

### ARTICLE V

#### Community Responsibilities

All members recognize that they are part of the College of Central Florida community and the communities of Marion, Citrus, and Levy counties, and that as such, they are subject to the rules and regulations set forth in the District Board of Trustees Policy Manual, current student handbook, as well as national, state and city laws. As students, members realize that they represent the College at any time they are involved in official Club/Organization functions on or off campus, and agree to do so in a responsible manner.

### ARTICLE VI

#### Funding

The Club/Organization will have a treasurer designated as the party responsible for finances. All monies raised through Club/Organization dues, donations, or fundraisers are acknowledged as College of Central Florida funds and will be maintained in a College of Central Florida agency (Fund 6) account. Further, all monies allocated to the club by the College of Central Florida Student Life committee will be maintained in a College of Central Florida Fund-2 account and should also be the responsibility of the club treasurer. No monies associated with this Club/Organization will be held in accounts outside the college.

### ARTICLE VII

#### Elections

Section 1: Members- Members in good standing shall comprise the electorate. Each member of the electorate shall be entitled to vote.

Section 2: Elections- Elections shall be held [insert semester/date/time].

Section 3: Qualifications for Office- All officers must be a registered and enrolled student with a GPA of 2.0 or above during the entire term of office and at time of election. Incoming freshmen (those who not have previously attended a post-secondary institution or have no existing College of Central Florida grade point average) shall be exempt from the following qualifications requirements during the first academic semester in office or until a cumulative College of Central Florida grade point average has been established.

## **ARTICLE VIII Duties of Officers**

Section 1: Duties and responsibilities of the President.

- a. Be the chief executive of the Club/Organization
- b. Preside over meetings of the Club/Organization
- c. Serve as the liaison between the Club/Organization and the administrative offices.
- d. Appoint the presidential cabinet, committees or commissions that are deemed necessary.
- e. Call special meetings of the Club/Organization
- f. Meet [weekly/bi-weekly] with advisor
- g. Take care that this constitution and the laws of the student body are faithfully executed.
- h. Perform any administrative power or duty not provided for in this constitution

Section 2: Duties and Responsibilities of the Vice President

- a. Exercise presidential duties in absence of the president
- b. Assume presidential office upon vacancy
- c. Appoint staff aides as deemed necessary
- d. Make sure event registration and event evaluation forms are completed
- e. Meet monthly with advisor

Section 3: Duties and Responsibilities of the Treasurer

- a. Keep complete and accurate account of the Club/Organization's funds
- b. Sign requisitions for Club/Organization funds
- c. Prepare the annual budget request packet with the president
- d. Report to the President

Section 4: Duties and Responsibilities of the Secretary

- a. Take minutes at Club/Organization meetings
- b. Maintain complete and accurate records of all Club/Organization meetings.
- c. Report to the President

Section 5: Duties and Responsibilities of the [insert any additional Club/Organization officers]

## **ARTICLE IX Vacancy of Office**

Section 1: President- In the event that the president position becomes vacant, such vacancy shall be filed by the succession of the Vice-President.

Section 2: In the event that the positions of the Vice-President, Secretary, Treasurer, or [insert any additional Club/Organization officers] become vacant [choose one of the following options]

- a. The members elect the new officer.
- b. The President appoints the officer and the members will need to approve.

## **ARTICLE X Removal of Officers**

Section 1: Grounds for removal of an officer include:

- a. Violation of the College of Central Florida District Board of Trustees Policy Manual.

- b. Violation of rules and regulations set forth in the current student handbook
- c. Failure to perform the duties of the office as set forth in the constitution and bylaws of the Club/Organization.
- d. Failure to uphold the provisions of this constitution and bylaws.
- e. An officer may be removed by the following process:
  - i. A petition to remove the officer in question must be submitted to another officer. Such a petition must contain the signature of at least 20% of the voting members of the Club/Organization. When such a petition is received the officer shall call a meeting of the Club/Organization to decide upon removal.
  - ii. The grounds for removal are to be presented by the officer in charge at a regular or special meeting of the Club/Organization.
  - iii. The officer in question shall be provided one week to present a defense either in person or in writing.
  - iv. A 2/3 majority vote of the voting membership shall be decided upon removal, with voting not to occur sooner than one week after the presentation of the grounds and defense have been made. There must be a quorum for the vote of removal.

## **ARTICLE XI**

### **Adviser**

Section 1: This Club/Organization will have at least one member of the College of Central Florida faculty or administration serve as an adviser.

Section 2: Duties and responsibilities of the Adviser(s)

- a. Be available to all members for consultation for advice, counsel, and as a resource
- b. Meet [weekly/bi-weekly] with President
- c. Sign appropriate budget and event paperwork
- d. Be familiar with College rules and Office of Student Life policies pertaining to student Club/Organizations
- e. Attend Club/Organization's meetings and activities
- f. Perform eligibility checks on all officers and members, and inform ineligible members of their status
- g. Remove ineligible officers and members from their position
- h. Keep open lines of communication with the Office of Student Life on matters of concern regarding the Club/Organization

Section 3: Adviser Selection

- a. The executive board will meet with prospective advisers and make a recommendation to the general membership
- b. The general membership will confirm the adviser(s) by a majority vote

Section 4: Adviser Removal

- a. The general membership may remove an adviser by a majority vote
- b. This vote may not take place until one week after the adviser is informed of the group's intent and one week after the Student Life office has been notified

## **ARTICLE XII**

### **Amendments**

After deliberation of proposed amendments it shall be tabled until the next meetings, at which time it will be brought up for vote. A 2/3 majority will be required to pass amendments.

Any amendments will be added following Article XII. If there is a change of earlier articles, they will supersede the previous conditions. There is no need to continually change the document.

**ARTICLE XIII**

**Affiliations**

Section 1: [This section of the constitution should indicate whether or not the Club/Organization is affiliated with any state, regional, or national association, and whether members will have to pay affiliation dues.]

**ARTICLE XIV**

**Miscellaneous**

Section 1: Hierarchy of Law- The provisions of this Constitution are governed by and subordinate to the constitution and laws of the State of Florida as well as the policies of the Board of Trustees of the College of Central Florida and the Student Activities Board Constitution.

**Authorized signatures:**

\_\_\_\_\_  
Club/Organization President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club/Organization Adviser

\_\_\_\_\_  
Date