

## Constitution of *Insert Organization Name*

### **Article I—Organization Name**

The name of this organization shall be Insert Name Here (this will be the official name, if approved). The organization may also refer to itself as Insert Acronym or other reference here (if applicable).

### **Article II—Mission and Goals**

#### Section 1: Mission

*Insert the organization's mission statement and purpose here.*

#### Section 2: Goals

*Insert the organization's goals here.*

#### Section 3: Governing Authority

All activities and functions of the organization must be legal under College, local, state, and federal laws. The most recent version of the Student Leadership & Activities Office Resource Manual, Student Handbook, and Pensacola State College's policies and procedures will supersede all requirements set forth during the creation and revision of this constitution.

### **Article III—Membership**

#### Section 1: Membership Statement

Student membership is limited to any student who is currently enrolled at Pensacola State College. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status.

#### *Section 2: Additional Membership Requirements*

*Organizations may create more stringent, legal membership qualifications/ requirements than those listed above. This may include dues, attendance, and GPA, among others.* Together with Article III, Section 1, these additional requirements define what it means to be an "active student member."

#### Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times. Hazing will not be tolerated or used as a condition of membership in this organization. Hazing is prohibited at Pensacola State College pursuant to Section 1006.63, F.S. All organizations and students are prohibited from engaging in any form of hazing either on campus or off campus. Pensacola State College does not condone hazing in any form.

#### Section 4: Voting Rights

Only active student members are eligible to vote.

#### Section 5: Member and Officer Rosters

An updated Student Club/Organization Member Roster and a Student Club/Organization/Officer Responsibilities & Roster must be submitted to the Student Leadership & Activities Office each Fall and Spring terms by October 1st and February 1st respectively.

#### Section 6: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation or violations of any provisions of the Constitution or Student Code of Conduct. The member will be notified in writing of the possible revocation and will be allowed to address the organization in order to relate to members any relevant defense.

## Section 7: Reinstatement of Membership

Membership may be reinstated after one full semester (after the revocation) has passed. The former member may submit a request for reinstatement to the President and Advisor.

## Article IV—Officers

### Section 1: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, **Sections 1 and 2**). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of Student Leadership & Activities Office Resource Manual, Student Handbook, and Pensacola State College's policies and procedures. Officers who do not meet these requirements during their term shall be resigned or removed. Additionally, only active student members are eligible for selection to an officer position.

### *Section 2: Additional Officer Requirements*

*Organizations may create more stringent, legal membership qualifications/ requirements than those listed above. This may include attendance and GPA (greater than a 2.5), among others.*

### Section 3: Titles and Duties

The officers of this organization shall include (in order of succession) a President, Vice President, Treasurer, and Secretary. No officer will be permitted to hold more than one officer position at a time.

The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the office of Student Leadership & Activities Office and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Coordinate leadership training for officers and club/organization members.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected President.
- Assign special projects to officers.

The Vice President shall:

- Assist the President in his/her duties.
- Work closely with the President to accomplish the club/organization's goals.
- Assumes the President's responsibilities in his/her absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Maintain an accurate account of all club/organization's funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Student Leadership & Activities Office.
- Complete the club/organization's Campus Student Leadership & Activities Office Budget Request Form.
- Be responsible for collecting dues (if applicable) and notifying members who are delinquent in their payments.
- Be responsible for proposing a budget for the Budget Approval process in the spring semester, in conjunction with the President and Advisor.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Chairs the club/organization's Finance/Fundraising committee (if applicable).
- Works with the Advisor to access any funds allocated to the club/organization from the Student Leadership & Activities Office budget or Agency Account.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Keep accurate meeting minutes and records.
- Perform a verbal roll call of all members and maintain an attendance record.
- Maintain accurate roster of all active members and their contact information.
- Notify members, in advance, of meetings via e-mail and/or telephone.
- Send invitations and thank-you notes to guests and other (vendors, partners, etc.).
- Responsible for other club/organization correspondence and keeping records of such.
- Be familiar with all club/organization documents, including the Constitution and any By-Laws.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.

#### Section 4: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

#### Section 5: Term of Office

The length of term of office shall be no longer than one calendar year.

### **Article V—Selection of Officers**

#### Section 1: Nomination Process

The nomination of officers shall occur each academic year at the membership meeting held in March. The highest-ranking officer not running for office shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or him/herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, **Sections 1 and 2**). Absentee/proxy ballots are not permitted in the nomination process.

#### Section 2: Election Process

The election of officers shall occur at the membership meeting held in *April*. The order of elections shall begin with the President and proceed in order of succession. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee ballots and proxy ballots are not permitted in the election process.

The advisor and nominations/elections facilitator will tabulate all votes. The nominations/elections facilitator shall announce the officer with a simple majority (more than 50%) of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will enter into a run-off election. In the event of a tie, the nominations/elections facilitator shall cast a vote to break the tie.

After announcing the new officer, the nominations/elections facilitator shall ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 3. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The advisor and nominations/elections facilitator will recount all votes in the presence of the selected representatives.

#### Section 3: Installation of Officers

Newly elected officers shall take office immediately following the membership meeting in *April* and their term will end immediately following the membership meeting the next *April*. Current officers should assist in the transition and training of the officers-elect, from elections until installation.

#### Section 4: Re-election

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

### **Article VI—Officer Vacancies**

#### Section 1: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, failure to fulfill duties, or violations of any provisions of the Constitution or Student Code of Conduct. The officer will be notified in writing of the possible removal from office and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members.

#### Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the highest-ranking officer and advisor at least two (2) weeks in advance. Prior to the officer's final day he/she shall provide

all documents relating to the organization and brief his/her replacement of current projects in his/her care.

### Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers, by majority vote, will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V, will take place at the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in *April*. A change in officer information should be reported to the Student Leadership & Activities Office within 10 school days of the election.

## **Article VII—Meetings**

### Section 1: General Membership Meetings

The membership should meet at least once per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers and organization's active student members present at the meeting.

### Section 2: Officer Meetings

The officers should meet at least twice per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President) are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers present at the meeting.

### Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers, by e-mail and/or telephone.

### Section 4: Meeting Procedure

The President shall use his/her discretion as to the manner and process in which he/she presides over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active, present student members so request.

## **Article VIII—Advisor**

### Section 1: Selection

The advisor shall be selected by a majority vote of the officers and must be approved by a majority vote of active student members. To be eligible to serve as the advisor, the person must be a contracted Pensacola State College employee (staff or faculty), as defined by Human Resources.

### Section 2: Role and Authority

The advisor shall serve as a mentor and resource to the organization-- providing guidance to the officers and members in the development and implementation of programs and activities, as well as Pensacola State College policy and procedure. Additionally, the advisor will monitor all expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate

level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

### Section 3: Length of Term

The advisor has no term limit as long as he/she remains a contracted Pensacola State College employee.

### Section 4: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Student Leadership & Activities Office.

## **Article IX—Finances**

### Section 1: Membership Dues

Membership dues shall be *number (#)* dollars per year or *number (#)* dollars per semester. Membership dues will be collected at the discretion of the Treasurer during the fall and spring semesters. No membership dues will be collected during summer terms. All members, including officers, are required to pay membership dues. Only the advisor shall be exempt from paying membership dues. Once payment has been processed, no refunds will be granted.

### Section 2: Budget Approval

The Treasurer (in conjunction with the President and Advisor) shall propose a budget for the entire year. The budget will be approved or modified during the College-wide or Campus Budget Allocation process in the Spring of each year.

### Section 3: Financial Authority

Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under College, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

### Section 4: Officer Transition

It is the outgoing Treasurer's responsibility to compile and present all documents and information about the previous and current budget to the new Treasurer.

### Section 5: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to either the Student Leadership & Activities Office Campus or College-wide Agency Account or Pensacola State College Foundation Scholarship fund.

## **Article X – External Affiliations (if applicable)**

*Mention the name of any affiliation with a national, regional, or local governing body/parent/corporate organization. Discuss how the organization relates to the external affiliates, including any requirements (fees, membership, governance, etc.) of that relationship.*

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and Pensacola State College.

## **Article XI – Committees (if applicable)**

*In different sections, discuss any standing and special committees, including the formation, selection, powers, membership, chairperson selection, and duties of those committees. Also discuss the roles and responsibilities of committee chairpersons.*

## **Article XII—Publications and Advertising**

### Section 1: Compliance

All publications of the organization must comply with the Student Leadership & Activities Office Resource Manual and Pensacola State College's policies and procedures.

### Section 2: Approval

The Secretary, President, and Advisor must unanimously approve all publications, shirts, flyers, and other forms of advertising/marketing prior to duplication and distribution. All flyers to be posted must be submitted and approved by the Student Leadership & Activities Office.

## **Article XIII—Ratification and Empowerment**

### Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers and active student membership of the organization.

### Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Student Leadership & Activities Office.

## **Article XIV—Amendments**

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting. The amendment shall not take effect until approved by a 2/3 affirmative vote of the present active student members of the organization and approval of the Student Leadership & Activities Office.

### History of Constitution

Created: *Original date of creation*

Revised: *Date of revision, AFTER initial recognition is given*