**Name of Organization**

Massachusetts College of Liberal Arts

Date

**Article I: Name** *This article will state your name in a complete sentence as well as clarify any abbreviations or another informal title.*

The name of this organization shall be the MCLA \_\_(name)­­­\_\_\_, which shall herein be referred to as (abbreviation/other) .

**Article II: Statement of Purpose** *This article will explain briefly why this club should exist and how it will benefit the MCLA Community. It will most likely be the same as the description on your New Club & Organization Form.*

The purpose of \_\_\_\_\_\_ is to encourage students to be actively involved on the MCLA campus, help them improve their writing, and teach them how to present a perfect constitution.

**Article III: Membership** *This article states the membership qualifications for your club including who can join the club, how members attain official membership, and the privileges of official membership (voting, running for an E-Board position, etc). \*\*\*IMPORTANT! You CANNOT remove members from your club! You may however revoke membership rights such as running for office, proposing amendments to the constitution, and/or voting in elections and other club matters.*

1. Membership to the club is open to all matriculated students who have paid their Student Activities Fee.
2. To gain official membership, members must attend two (2) consecutive meetings, or three (3) non-consecutive meetings.
   1. Official members have the rights to:
      1. Run for office,
      2. Propose amendments to \_\_\_\_’s constitution,
      3. Vote in all \_\_\_\_’s elections and matters, and
      4. Participate in all club activities.
3. If a member does not attend meetings or participate in club activities for more than one (1) year, they will become an inactive member and therefore will lose their official membership privileges.
4. To maintain official membership, members are only permitted six (6) unexcused absences during an academic year.
   1. The following are valid reasons for an absence to be marked as excused:
      1. Emergency
      2. Illness
      3. Meeting or Class Commitment
      4. Anything approved by Executive board prior to the meeting or event date and time \**club can determine these*
   2. For an absence to be excused the member or officer must email or contact the President (Or other E-board member) 12 hours prior to the missed meeting. \**Club can change specific time.*

**Article IV: Leadership** *This article will include a list of E-Board positions and duties of the Officers as well as the role of the club advisor.*

1. The Executive Board, hereafter referred to as the E-Board, shall consist of, in order of succession, a President, Vice President, Secretary, and Treasurer with the responsibilities below.
   1. The President’s responsibilities include, but are not limited to:
      1. Chairing all General, E-Board, and emergency meetings,
      2. Providing in conjunction with the Secretary, an agenda for all meetings,
      3. Representing the \_\_\_\_\_ at MCLA,
      4. Calling emergency meetings, and
      5. Overseeing the club’s activities.

\*\*\**If you are thinking about having Co-Presidents, you may want to include a Co-President Clause: “In the event that there should be only one member nominated for a Co-President position, the club may still function with one President or add in how Co-Presidents would function”*

* 1. The Vice President’s responsibilities include, but are not limited to:
     1. Serving as President in their absence,
     2. Assisting the President in decision-making, and
     3. Enforcing club’s constitutional regulations.
  2. The Secretary’s responsibilities include, but are not limited to:
     1. Recording and distributing minutes from all meetings where distribution shall be to all members of ­\_\_\_\_\_, to the Student Government Office Manager, and to the Coordinating Vice President of Student Government Association;
     2. Keeping accurate records of member contact information and attendance, and
     3. Publicizing all club meetings and events.
  3. The Treasurer’s responsibilities include, but are not limited to:
     1. Keeping accurate and current records of \_\_\_\_’s financial activities,
     2. Performing all financial transactions,
     3. Creating budget proposals for the Student Government Association, and
     4. Overseeing any fundraising activities of the club.
  4. Collectively the E-Board shall:
     1. Hold weekly E-Board meetings,
     2. Keep updated on all club happenings,
     3. Represent the \_\_\_\_ on campus, and
     4. Attend all events and meetings unless excused.

1. The \_\_\_\_ shall appoint an advisor, which will be a faculty or staff member of the Massachusetts College of Liberal Arts. The advisor’s duty will be to help oversee club activities; they will not have voting rights but will lend guidance and assistance to the club and attend meetings as they see fit.

**Article V: Meetings** *This article will state how often a club must meet per semester (or year). This article also must state meeting standards: how many members must be present for the club to conduct business (quorum), and how long should the meeting be to qualify as a meeting? Do you have a formal process for conducting meetings (i.e. Robert’s Rules of Order)?*

1. General Meetings shall be held a minimum of eight (8) times a semester.
2. In order for the club to conduct official business, a quorum of two-thirds (2/3) official club membership must be present.
3. The meeting must last least fifteen (15) minutes to qualify as a meeting.

**Article VI: Elections** *This article should state how officers in the club are elected by club membership. How will they be nominated? How will the club vote? How often are elections?*

1. Elections will take place at the end of each academic year during an Election Meeting.
2. Nominations will be made and seconded on the floor by club members and must be accepted by the nominee during the General Meeting directly prior to the Election Meeting.
3. Candidates will have an opportunity to campaign and to speak to the club at the Election Meeting.
4. One (1) or two (2) unbiased member(s) of the club will be selected to count the ballots by hand vote and the candidate with the simple majority of the quorum votes will count the votes.
5. After candidates speak, members will vote by secret ballot or show of hands to determine the winner. The candidate with the plurality of the quorum votes will win the election.

**Article VII: Removal or Vacancy of Office** *This article will contain a process for the removal of officers and a plan to fill vacant offices.*

1. For an officer to be impeached, a member of the general membership or E-Board must first present the issue in a meeting for discussion by the general body and E-Board.
2. If there is any significant reason for the officer to be impeached, there will be a hearing between the E-Board, advisor, and the officer in question.
3. After the hearing, any discussions will then be brought back to the general membership and a vote will be taken. There must be a two-thirds (2/3) majority of the quorum vote in favor of removal for the officer to be removed.
4. Unexcused absences from three (3) or more General or E-Board meetings is a valid ground for removal from office.
5. In the case that an E-Board position is vacant for more than one (1) month before the club’s annual elections, emergency elections will be held according to the election process outlined in Article VI: Elections.

**Article VIII: Ratification and Amendments** *This article should state the constitution ratification process: how will the club’s membership approve the changes? How often should the club review/make changes to its Constitution?*

1. Any official club member may propose an amendment to the constitution at any time.
2. The proposed change must be submitted to the E-Board at least one (1) week prior to the General meeting in which to be considered.
3. This constitution will go into effect with two-thirds (2/3) vote of membership and approval of the Student Government Association.