

## **Constitution Guidelines**

### **SAMPLE CONSTITUTION**

Constitution for *Name of USCL Organization*

#### **Article I – Name**

Section I. This organization will be known as USCL Student Organization

#### **Article II – Purpose**

The purpose of the USCL Student Organization is to:

1. Uphold the traditions of the University of South Carolina Lancaster.
2. Improve relations between students and the administration.

#### **Article III – Membership**

A. All members of the USCL Student Organization will be full time students at USCL in good standing.

B. Membership will be determined in accordance with all rules, regulations and policies of the University.

C. There will be no maximum number of members.

#### **Article IV – Officers**

**Section I.** In order to run for and hold office in the USCL Student Organization, one must be a full time USCL student in good standing.

**Section II.** The duties of the Executive Committee will be as follows:

A. President: The President will be the executive officer of the Executive Committee and will have general supervision of the affairs of the USCL Student Organization and will preside at all meetings. The President will represent the USCL Student Organization at all conferences, conventions and faculty or alumni meetings.

B. Vice-President: The VP will be the junior executive officer and will act on the behalf of the President in the event of his/her absence.

C. Secretary: The Secretary will record the proceedings of each meeting and distribute the minutes to the members.

D. Treasurer: The Treasurer will maintain records of all expenditures and ensure that generally accepted accounting practices and monetary controls are in place.

**Section III.** Officers will be elected in the following manner:

A. The elections for officers for the forthcoming year will take place no later than March 1 of each year.

B. Any member of the USCL Student Organization may campaign or be nominated for any position on the Executive Committee.

C. Elections will be held via email. A candidate for each office receiving a majority vote of members will be considered the victor.

**Section IV.** Officers shall be removed in this manner:

A. If an officer fails to maintain University requirements for holding office (good standing, for example), he or she shall resign immediately.

B. If it is believed that an officer is not fulfilling his or her constitutional duties, then a petition requesting his or her removal must be signed by at least half of the voting membership and presented at a general meeting. Then, upon verification of the validity of the petition and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case.

C. The Faculty Advisor shall preside over the impeachment hearing. After all arguments have been heard, a secret-ballot vote shall be held. If at least two-thirds of the voting members present vote for removal, the officer shall be removed immediately.

#### **Article V – Dues**

Section I. Dues shall be \$10 a semester for each member.

#### **Article V - Parliamentary Procedure**

Section I. Robert's Rules of Order will govern all meetings.

#### **Article VI - Constitutional Amendments**

**Section I.** Amendments to the constitution shall be submitted to the Executive Committee in writing for consideration. A reading of the proposed amendment(s) at a general meeting will be required prior to submitting the amendment to a vote.

**Section II.** Written notification of all voting members must be made by mail or email, at least two weeks in advance of any proposed change in the constitution.

**Section III.** Amendments are subject to the approval by the Student Government Association and the Student Activities Committee.

**Section IV.** A two-thirds vote of quorum of members present will be required for adoption.

#### **CONSTITUTION CHECKLIST**

\_\_\_ The purpose of the Organization is stated.

\_\_\_ Membership selection is in compliance with USCL rules, regulations, and policies.

\_\_\_ It is defined who shall vote and that voting members are to be ONLY USCL students.

\_\_\_ If the Organization has dues it should be stated as to when they will be collected.

\_\_\_ A method of Parliamentary Procedure to govern business meetings is defined.

\_\_\_ It is stated that members must be in good standing with the University to be a member, hold office, or vote.

#### **SELECTION AND DUTIES OF OFFICERS**

\_\_\_ It is defined who shall hold office and that ONLY USCL students may hold office.

\_\_\_ The duties of the officers (there must be at least one) are explicitly stated and defined.

\_\_\_ The method for the selection and election of candidates is explicitly stated.

\_\_\_ The time frame for candidate selection is stated.

\_\_\_ Procedure to remove an officer is stated and is fair and rational.

#### **CHANGES TO CONSTITUTION**

\_\_\_ A method for proposing AND ratifying constitutional amendments is stated.

\_\_\_ It is stated that "Written notification of all members must be made by mail or email at least 2 weeks in advance of any proposed changes in the constitution."

\_\_\_ It is stated that "Amendments are subject to the approval by the Student Government Association (SGA)."

#### **Suggested References**

Robert, Sarah Corbin, (1970). Robert's Rules of Order, Newly Revised. Scott, Foresman, Glenview, Ill.

Sturgis, Alice (1988). Standard Code of Parliamentary Procedure. Mc-Graw-Hill, New York.