

Constitution
[Club Name]

Article I. Name

The name of this organization shall be [Club Name].

Article II. Purpose

The purpose of this club is to [purpose. Ex: offer students a chance to participate in Model United Nations conferences. This club also aims to help improve students' debating skills and develop understanding for international issues. These goals will be accomplished through practice sessions and information sessions on improving these skills to compete in national Model United Nations competitions.]

Article III. Membership

All full-time degree seeking students of St. Mary's College of Maryland are eligible to be members of this organization. All active members may vote. Active members are those who attend at least one out of every three meetings.

Article IV. Officers

Section A: Titles

The Executive Board is the representative body for the organization. The members who are elected to these leadership roles have the responsibility of implementing the decisions agreed on by the body. They are also held responsible to the wishes and concerns of the club and are removable by the club (2/3 vote by those active members present) at a meeting publicly announced at least one week in advance. The Executive Board must consult with the general membership before making any major policy decisions or changes within the club. The Executive Board shall consist of the offices of President, Vice President, Treasurer, Secretary, with the duties outlined below.

Section B: Duties

1. *President*

- a. Presides over the executive meetings
- b. Represents the club at all appropriate Student Government Association meetings
- c. Is the representative voice for the [Club Name]
- d. Reserves the right to call and schedule all meetings within 48 hours notice
- e. Reserves the right to delegate responsibility for certain projects or topics to any member of the Executive Board
- f. Is responsible for coordinating all [Club Name] conferences.

2. *Vice President*

- a. Presides over general meetings
- b. Can only vote on matters of the [Club Name] when a tie occurs
- c. Reserves the role of President in case of an absence of the President

3. *Treasurer*

- a. Handles the financial accounts of the [Club Name]
- b. Keeps a permanent record of all transactions
- c. In charge of fundraising events
- d. Will report monthly on the financial status of the club

4. *Secretary*

- a. Keeps an official record of both executive and general meetings
- b. In charge of publicizing the club's activities
- c. Is responsible for taking care of all club materials

Section C: Elections

Officers shall be elected one month prior to the end of the spring semester. Elections shall be announced in advance

and all active members will be allowed to vote. Officers for the following year shall be chosen by a plurality of the members attending that meeting. Interim elections may be called to fill a vacancy by a majority of the Executive Board.

Article V. Meetings

Section A: Regular Meetings

There will be meetings at least twice a month at a given date, time and place. The schedule of the meetings should be made to match the convenience of the members, with a minimum of two meetings a month.

Section B: Special Meetings

Special meetings, to discuss issues relation to the club, future, activities, etc. will be called by the President with at least 48 hours of notice as to the time and place of the meeting for the membership.

Article VI. Amendments

Amendments to this Constitution shall be ratified by a majority of the active members of the [Club Name] pending approval by the Student Government Association Senate.

Article VII. Special Elections

Special elections will be held for all officers' positions upon ratification of this Constitution by the Student Government Association Senate.