**Constitution for Organization Name**

**Established date: 00/00/0000**

**Last Review date: 00/00/0000**

**Article I: Name**

Section 1: The name of this organization shall be Organization Name. The organization shall, henceforth, be known as [acronym or nickname for organization, if relevant; otherwise repeat the name of the organization]

**Article II: Purpose**

Section 1: The purpose and learning outcomes of this organization shall be (You can list as many learning outcomes or key purpose statements that you would like. In lieu of a list, you can also write a short paragraph about the purpose and then list the learning outcomes instead)

1. Fill in Purpose(s)
2. Fill in Purpose(s)
3. Fill in Purpose(s)

**Article III: Affiliations**

Section 1: This organization is, first and foremost, affiliated with Albion College.

Section 2: This organization is also affiliated with:

1. Fill in any groups this organization is affiliated with, *if applicable*. Not all groups will have an affiliation.
2. An affiliation could be an academic department, campus department, outside local, regional, or national organization.

**Article IV: Membership**

Section 1: Voting membership is limited to currently enrolled Albion College students.

Section2: This organization and its members shall not discriminate against any individuals on the basis of sexual orientation and of, race, color, national origin, religion, sex, age or disability.

Section 3: To join Organization Name, an interested student must notify The Vice President they wish to join. Membership is granted to students who attend at least 2 organizational meetings of Organization Name.

Section 4: In order to remain in good standing, members must regularly attend chapter meetings and activities and must be current with any financial obligations to the organization.

Section 5: Membership dues will be set each year. Dues will be proposed by The Treasurer and approved by a majority vote.

Section 6: All members must conduct themselves in accordance with the rules, policies and expectations of Albion College as well as all local, state, and federal laws.

Section 7: Organization Members exhibiting behavior unbefitting of a member of the Organization Name may be removed from the group by a 2/3 vote of the general membership if actions by the general member are deem inappropriate by the organization. The general member in question may address the general membership prior to a vote being taken if they wish to do so.

**Article V: Officers**

Section 1: The officers of this organization shall consist of: [Please remove any positions that are not relevant to the structure of your organization. You are free to change any descriptions or names of positions.]

1. President – The President shall call and preside over all group meetings and oversee all organization business and activities. The President will represent the group to outside constituencies. The President is responsible for maintaining regular registration of the organization each semester. The President is responsible, not only for mentoring a leader to succeed them, but ensuring that there is a smooth leadership transition after The President has completed their term. Unless otherwise assigned to another executive board member, The President is required to attend all relevant trainings and information sessions required on behalf of the organization. The President also has the ability to establish and oversee committees as needed.

1. Vice-President – The Vice President shall record meeting minutes and facilitate all internal communications such as sending out notifications of upcoming meetings and events. The Vice President is in charge of organization membership and adding new members. The Vice President will maintain accurate records and document any necessary leadership information in a binder, to be transferred to the next leadership team. The Vice President will also assume The President’s functions in the absence of The President.
2. Treasurer – The Treasurer shall oversee all financial transactions of the organization in collaboration with the executive board and the advisor. The Treasurer is responsible for applying for funding from Student Senate when necessary. The Treasurer will be responsible for all budgeting and financial transactions with Student Senate. The Treasurer is responsible for keeping the advisor updated on the budget and keeping accurate records of said budget. The Treasurer is responsible for keeping track of all financial deadlines, purchase receipts, and when necessary, reimbursement checks for the organization. The Treasurer is also responsible for attending all relevant trainings and meetings pertaining to the financial transactions of the organization.
3. Secretary - The Secretary shall record and distribute minutes for each meeting and be responsible for internal group communications. Internal communications may include, but are not limited to, special announcements, activity reminders, and informing members of upcoming meetings. The Secretary in conjunction with the Executive Committee will develop meeting agendas. The Secretary will also conduct and record role call at all meetings, as well as maintaining an accurate membership directory. The Secretary, when necessary will correspond with outside parties, including college officials and other recognized student organizations.

Section 2: The term of office shall be Month to Month during the calendar year.

Section 3: Collectively The President, Vice President, Treasurer, and Secretary will comprise the executive board. The advisor is an ex-officio member of the executive board.

Section 4: The officer election process will begin with the selection of a President followed by Vice President, Treasurer, and Secretary in that order. For each position, individuals will be nominated by a member of the group. After being nominated, each candidate may address the membership briefly. A simple majority vote will be held. The candidate receiving a majority of the vote will receive the position. If more than two individuals are nominated for the same position, the top two vote getters will have a second run-off election to achieve a majority vote by the membership. Any officer vacancies throughout the year will use this same process to fulfill the vacancy. The exception is the Presidency. Should The President position become vacant, the Vice President will assume the position and an election will be held to replace the Vice President’s vacancy.

Section 5: Officers exhibiting behavior unbefitting of a member of the Organization Name executive board may be removed from office by a 2/3 vote of the general membership if actions by the general members are deemed inappropriate by the organization. The officer in question may address the general membership prior to a vote being taken if they wish to do so.

Section 6: As representatives of Organization Name, officers will be expected to keep track of all Office of Campus Life information pertaining to student organizations. This includes necessary trainings and maintaining regular student organization registration each semester.

**Article VI: Advisor**

Section 1: This organization will have an advisor who must be a current faculty or staff member of Albion College. The President will propose a faculty or staff member to serve in the role of advisor. The proposed faculty/staff advisor must be confirmed by a simple majority vote of the general membership.

Section 2: It is the responsibility of the Organization Name executive board, particularly The President and The Treasurer, to keep the advisor informed about all events, budget requests, meetings, and any other relevant information pertaining to the organization.

Section 3: The President, and any other executive board members they would like in attendance, are expected to hold regular meetings with the advisor. It is the responsibility of those on the executive board to create an agenda of items to be discussed with the advisor, which is to be sent prior to the regular meetings.

Section 4: The duties and responsibilities of the advisor shall be to provide constructive guidance to the organization. The advisor will be actively involved in the organization by providing the organization with leadership advice, general direction, and to help with problem solving.

Section 5: Should the position of advisor become vacant during the year The President is charged with the responsibility to find and propose another advisor in a timely fashion.

Section 6: The advisor may be removed from the group by a 2/3 vote of the general membership if actions by the advisor are deemed inappropriate by the organization. The advisor may address the general membership prior to a vote being taken if they wish to do so.

**Article VII: Meetings**

Section 1: Regular meetings of the Organization Name shall be held weekly. Members will be notified of the date, time, and location of all meetings.

Section 2: Regular meetings of the executive board of the organization shall be held weekly. While general members are not part of these meetings, the date, time, and location of all executive board meetings shall be shared with the entire organization.

Section 3: Special meetings of the organization shall be held as needed, as determined by The President.

**Article VIII: Voting**

###### Section 1: Each general member and all officers (excluding The President) will receive one vote on all organizational business. The President will cast a vote only in the event of a tie vote.

**Article 1X: Committees**

Section1: Committees may be formed to do organizational work. The President has the responsibility of forming committees and presiding over the election of a chair for the committee, formed using the same election process for officers. See Article V, Section 4.

**Article X: Rules of Order**

Section 1: This organization will be governed by Robert’s Rules of Order.

**Article XI: Amendments**

Section 1: This constitution shall be amended by a vote of 3/4 majority of the attendants at any regular or special meeting that consists of at least ½ of total members, as defined by the membership roster.

Section 2: Provisions for advanced notice of an amendment shall be a proposal at a meeting, followed up by a digital copy sent by email to all members. A vote to accept the amendment will be made at the next scheduled meeting, which must be a minimum of 1 week from when the amendment proposal was originally made.