

Sample Constitution

Constitution: XXXXX

Note: This template is designed to be a simple guide for students creating an organization at Colgate. Additional constitutional articles may be submitted or required based on the nature of the organization's activities or structure.

Article I

Name:

The name of this organization will be known as XXXXX at Colgate University.

Article II

Date of Creation:

Date[s] of Revision:

Article III

Aim/Purpose:

Article III

Membership:

1. Membership in XXXXX at Colgate University will be equally available to all students. There may not be any discrimination because of race, religion, political views, nationality, ability, sex, etc., in accordance with Colgate University Discrimination Policies.
2. An official member of this organization is one who has attended three meetings during one semester. The membership list will be kept updated by the Secretary of the organization.

Article IV

Officers:

1. This organization will consist of four officers: President, Vice President, Treasurer and Secretary.
2. All officers must be full-time undergraduate student fee paying students.

Faculty/Staff Advisor:

1. The officers and the organization as a whole will be overseen and mentored by a Faculty/Staff Advisor.

2. The Organization Advisor will be chosen through a nomination process and confirmed by organization officers.
3. The Organization Advisor will be asked to advise and help students with the organization to the best of their abilities.

Article V

Officer Responsibilities

President:

1. It will be duty of the president to call, preside over and adjourn all meetings of this organization.
2. The President is also responsible for performing other various duties that are required by the organization.

Vice-President:

1. The Vice President will assume the duties and responsibilities of the President if he/she must resign from that position.
2. The Vice President shall preside over meetings if the President is unable to attend, assuming the responsibilities and duties of the President for that meeting.
3. The Vice President will be the supervisor of all committees within the organization and will settle any dispute between or among committees.

Treasurer

1. All fiscal matters are the responsibility of the Treasurer.
2. The Treasurer will be responsible for signing all necessary paperwork with the Center for Leadership and Student Involvement and is the sole signatory for the funds of the organization.

Secretary

1. It is the duty of the Secretary to keep updated minutes of all the meetings of the organization.
2. The Secretary will be responsible for maintaining correspondence between appropriate parties.
3. The Secretary will be responsible for maintaining a membership list of all official members.

Article VI

Elections:

1. Elections for officers should be held sometime before Spring Break to allow for a smooth transition of leadership into the succeeding year.
2. The candidates receiving a majority of votes will be deemed the winner.
3. All candidates must be members of the organization, as explained in Article III, to be nominated and elected.

4. For an election to be valid a majority of the official members must be present during the voting. This number will be determined by the Secretary according to the number of official members, or by determining a majority of the average attendance at meetings.

Article VII

Voting:

1. All official members of the organization are allowed to vote.
2. Official status requires that you meet the membership criteria outlined in Article III.

Article VIII

Meetings:

1. XXXXX will meet _____ [i.e. once a week], and the board of officers will meet at least _____ [i.e. once a week].
2. The President will have the authority to order a special meeting whenever they deem necessary.

Article IX

Committees:

1. All committees within the organization will be designated by the President.
2. Each committee will be provided an established set of charges by the board of officers.

Article X

Risk Management:

[All organizations should reflect on the nature of their activities and involvement to determine whether specific risks need to be addressed within their constitution. Personnel from the Center for Leadership and Student Involvement can provide additional guidance for development of this article.]

Article XI

Amendments:

1. Two-Thirds of the membership, to be determined as in Article VI, is required in order to vote on changes to the Constitution.
2. All amendments after being successfully voted on by Oxfam America at _____ must then be forwarded for approval to the Director of the Student Activities Office.