

*(please change or modify to meet your organization's needs or develop your own)*

### **Article I: Organization Name**

The name of the organization shall be \_\_\_\_\_

### **Article II: Purpose Statement** *(as submitted on registration form)*

It shall be the purpose of \_\_\_\_\_ *(Org. name)* to

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### **Article III: Membership and Eligibility Criteria**

**Section A:** Membership is open to any enrolled ECU student who:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Section B:** Dues and collection procedures *(if any)*

1. The fiscal year of the organization, shall be from \_\_\_\_\_ to \_\_\_\_\_ *(month and date)*
2. The amount of annual dues shall be determined each year by \_\_\_\_\_
3. Dues shall not exceed \$\_\_\_\_\_ per year.
4. The disbursement of dues shall not be based on race, creed, religion, sex, or national origin.

**Section C:** A member may be removed for:

1. The organization and its members agree to adhere to city, state, and national laws, to the Student Code of Conduct, and the ECU Handbook – any member found violating this may be removed from the organization.
2. \_\_\_\_\_
3. \_\_\_\_\_

**Section D:** Removal of membership procedures

1. Any member may have their membership revoked by a two-thirds vote of the Executive Board. Any member removed may appeal to the general membership. Said member shall be considered reinstated with two-thirds approval of the members.

### **Article IV: Voting**

**Section A:** A quorum will be \_\_\_\_\_

**Section B:** Each member in good standing may vote.

**Section C:** Proxy voting is allowed by the following process \_\_\_\_\_

## Article V: Officers

**Section A:** The *(name of the organization)* \_\_\_\_\_ shall have a President, Vice President, Secretary and/or Treasurer, and Advisor *(these titles may vary for your organization, or you may choose not to have officers at all but to have team leaders or equal standing and operate on a consensus model. ECU just requires one member be deemed the “senior” officer who will be the contact person for ECU)* These officers compromise the Executive Council or Board.

**Section B:** All officers must be members of \_\_\_\_\_ *(name of organization)* and currently enrolled within East Central University.

**Section C:** The Advisor must be a full time faculty or staff member within East Central University.

**Section D:** The term of office shall be held for \_\_\_\_\_ *(month/date)* to \_\_\_\_\_ *(month/date)*

**Section E:** Election of officers shall be held \_\_\_\_\_ *(annually/monthly)*. At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by ballot. The person receiving majority vote will be elected.

**Section F:** Any officer may be removed from membership by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

**Section G:** Any vacancy that may occur in an office shall be filled by appointment by the president pending ratification at the next group business meeting.

**Article VI: Duties of Officers** *(this is the only one possible way to organize duties – you may decide on a different division of labor for your officers.)*

**Section A:** The president

1. The president shall be the chief executive officer
2. The president shall appoint all committee chairpersons
3. The president, with approval of the executive board, directs the budget
4. Vacancies in all offices will be filled by appointment of the president with approval of the general membership

**Section B:** The Vice President

1. The vice president shall be the parliamentarian for the organization
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president
3. The vice president will keep and have available current copies of the constitution and bylaws
4. The vice president will be responsible for scheduling programs
5. The vice president will perform other duties as directed by the president

**Section C:** The Secretary:

1. The secretary shall be responsible for keeping minutes of all meeting and the meetings of the executive board
2. The secretary will provide a copy of the minutes for each officer and keep a master file
3. The secretary shall maintain a complete and accurate account of attendance and membership status
4. The secretary will perform other duties as directed by the president

**Section D: The Treasurer**

1. The treasurer shall keep a current record of all financial transactions
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership
3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time
4. The treasurer will perform other duties as directed by the president

**Section E: Advisor**

1. The advisor shall assist the group in the execution of roles and responsibilities
2. The advisor shall provide feedback to the organization regarding its operation and functioning
3. The advisor shall serve as a resource
4. The advisor shall be a full time faculty or staff member of ECU
5. The advisor will be a nonvoting member of the organization

**Article VII: Group Committee Structure:**

**Section A:** The following committees (*other than executive board*) shall be appointed by the president subject to ratification by the organization during a regular business meeting

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Section B:** The duties of the standing committees shall include: (*provide details of responsibilities respective to the committee.*)

**Article VIII: Notice of Meetings**

**Section A:** The times of regular meetings shall be: \_\_\_\_\_

**Section B:** At least \_\_\_\_\_ day(s) notice shall be given for each regular business meeting

**Section C:** Special or emergency meetings may be called with less than \_\_\_\_\_ hours/days notice by the executive board.

**Section D:** The meetings shall include a quorum, order of business, and disposition of the minutes

**Article IX: Parliamentary Procedure**

**Section A:** (*example*) *Robert's Rules of Order Revised* shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

**Section B:** The rules may be suspended by two-thirds vote of the present membership

1. Ratification Date \_\_\_\_\_
2. Current President Signature \_\_\_\_\_
3. Advisor Signature \_\_\_\_\_