The College of Idaho

# SAMPLE CONSTITUTION

This is to serve as a framework for your organization to write a constitution. Each group has a different mission and purpose that should be included in your constitution. When writing your constitution, make sure it reflects the needs of your organization and how it will function effectively. Feel free to add different language and different sections that you feel are important to the organization. Your constitution is the first source that will be used to settle disputes in your organization. For example, if a conflict arises over the lection process, your constitution will be used to settle the dispute. Thus, you should include all necessary and applicable provisions as they relate to your organization, as to avoid possible conflicts later on.

ARTICLE I

NAME:

The name of this organization will now be known as the The College of Idaho Students for Equality.

ARTICLE II

AIM/PURPOSE

This organization or society will serve to foster an awareness and debate on the issues of equality in regards to race, gender, and nationality and will promote the achievement of the organization’s goals.

ARTICLE III

MEMBERSHIP:

1. Membership in Student for Equality will be equally available to all full time Student Fee paying students. There may not be any discrimination because of race, religion, political views, nationality, handicap, sex, etc., according to the The College of Idaho Discrimination policies.
2. An official member of this organization is one who has attended three meetings during one semester, and paid any applicable annual dues. The membership list will be kept undated by the Secretary of the organization.

ARTICLE IV

OFFICERS:

1. This organization/society will consist of four officers: President, Vice President, Treasurer

 and Secretary.

1. All officers must be full-time undergraduate student fee-paying students.

ARTICLE V

OFFICER’S RESPONSIBILITIES:

President:

1. It will be the duty of the President to call, preside over and adjourn all meetings of this

 society/organization.

1. 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/society, and will settle any disputes 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 Student

 Activities Office 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 meetings of the society/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 of officers should be held before the last day of classes.
2. The candidates receiving a plurality of votes will be deemed the winner.
3. All candidates must be members of the organization to be nominated and elected, as explained in Article III.
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 dues paying members, or by determining a majority of the average attendance at meetings.

ARTICLE VII

VOTING:

1. All official members of the organization/society are allowed to vote.
2. Official status requires that you meet the membership obligation of Students for Equality.

ARTICLE VIII

MEETINGS:

1. Student for Equality will meet once a week, and the board of officers will meet at least once a week.
2. The President will have the authority to order a special meeting whenever he/she deems necessary.

ARTICLE IX

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 Students for Equality must then be forwarded for approval to the director of the Student Activities Office.