

Effective Fall 2005, the items below will be required in all organization constitutions. Organizations have the discretion to determine their own rules and procedures. See the attached sample constitution for ideas. The text in the Sample Constitution are *suggestions only*, but at a minimum, the following must be included:

✘ Organization Name

✘ Purpose

✘ Membership Requirements, including:

- (a) Membership Statement
- (b) No hazing or discrimination will be used as a condition of membership in this organization
- (c) No university student may be denied membership on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status, disability, or the inability to pay dues
- (d) Revocation of Membership
- (e) Appeal Process

✘ Officers, including:

- (a) Eligibility
- (b) Titles and Duties

✘ Selection of Officers, including:

- (a) Eligibility to Vote and Hold Office
- (b) Election Process
- (c) Term of Office

✘ Officer Vacancies, including:

- (a) Removal of Officers
- (b) Resignation
- (c) Filling Vacant Officer Positions

✘ Advisor

✘ Finances, including:

- (a) No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.

✘ Publications

- (a) Approval

✘ Amendments

sample constitution

sample constitution

as of 5/4/05

Golden Girls Enthusiasts Club Constitution

Items marked in bold font are required in all organization Constitutions

Article I—Organization Name

The name of this organization shall be the Golden Girls Enthusiasts Club at the Florida State University. The organization may also refer to itself as “Goldies.”

Article II—Purpose

(Insert your Mission Statement or Statement of Purpose here)

All activities and functions of the Golden Girls Enthusiasts Club shall be legal under University, local, state, and federal laws.

Article III—Membership

Section 1: Membership Statement

Membership is limited to all students who are enrolled with the Florida State University.

No hazing or discrimination will be used as a condition of membership in this organization.

No university student may be denied membership on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status, disability, or the inability to pay dues.

Section 2: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

Section 3: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 majority vote of eligible members. Revocation of membership will be valid for three (3) semesters.

Section 4: Appeal Process

Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the President and Secretary, and must include any relevant information that has not already been presented. The President will then submit the appeal to the Appeals Committee. This committee consists of 3 executive board members and 4 general members. This committee will then render a decision at the next general body meeting or in seven (7) calendar days, whichever occurs first.

Article IV—Officers

Section 1: Eligibility

All officers of the Golden Girls Enthusiasts Club shall be enrolled at least part time at the Florida State University and possess at least a 2.3 grade point average.

Section 2: Titles and Duties

The offices of this organization shall include a President, Vice President, Secretary, and Treasurer. No officer will be permitted to hold more than one officer position. All officers shall retain voting rights, however, the President shall only vote in the case of a tie. Any officer may be re-elected however not for more than two consecutive terms.

Officers cannot reappoint themselves for a second term they must be re-elected as described in Article V.

The President shall:

- Supervise the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Be one of three signers on financial documents.
- Coordinate all conferences.
- Ensure all officers are performing their duties as defined in this Constitution.
- Assign special projects to officers.
- Be familiar with Robert's Rules of Order to conduct meetings.

The Vice President shall:

- Assist the President in his/her duties
- Assumes the Presidents responsibilities in his/her absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization twice a year.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate records of all meetings.
- Maintain accurate list of members and their contact information.
- Perform a verbal roll call of all members and maintain an attendance record.
- Prepare ballots for elections.
- Keep copy of constitution and have available for members
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Be one of three signers on financial documents.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating budget reports at the beginning of each Fall and Spring semester and as requested by the President, Vice President, and/or FSU faculty/staff advisor.
- Provide financial records sufficient to allow the Vice-President to perform audit.
- Assist in special projects as assigned by the President.

Article V—Selection of Officers

Section 1: Eligibility to Vote and Hold Office

Active voting membership will be limited to all students who are active members in good standing. Only active voting members who meet the requirements stated in Article IV, Section 1 are eligible to hold offices.

Section 2: Nomination Process

The nomination of officers shall occur at the first meeting held in November. Any eligible member (as defined in Article III Section 1) present may nominate someone or themselves for office by verbally nominating the individual during this procedure. However, the nominee must be considered an eligible member (as defined in Article III Section 1). Absentee ballots and proxy ballots are not permitted in the nomination or election process.

Section 3: Election Process

The election of officers shall occur at the second meeting held in November. The nominated candidates will be given a chance to address the organization to discuss his/her qualifications and reasons why they should be selected. Once each candidate has had the opportunity to speak, all eligible members (as defined in Article III Section 1) present will have the opportunity to vote by secret ballot. The faculty/staff advisor and current highest-ranking officer not running for office will tabulate all votes. The highest-ranking officer not running for office shall announce the officer with a simple majority of votes cast by eligible members. After announcing the new officer the highest-ranking officer not running for office shall ask if any eligible members contest the count. If no eligible member contests the count the new officer shall take office immediately. If an eligible member contests the count the faculty/staff advisor and the highest-ranking officer not running for office will recount all votes. In the event of a tie, the President shall cast the deciding vote for office unless he/she is running for the said office. In that case, the next highest-ranking officer shall make the deciding vote.

Section 4: Term of Office

The length of office shall be no longer than one calendar year. Newly elected officers shall take office immediately after the announcement at the second scheduled meeting in November and their term will end at the second scheduled meeting the following November once new officers are announced.

Article VI—Officer Vacancies

Section 1: Removal of Officers

Any officer may be removed from office upon a 2/3 majority vote of eligible members. The officer will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officers final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 3: Filling Vacant Officer Positions

In the event an officer is removed or resigns, the nomination process as stated in Article V Section 2 will take place at the next scheduled meeting. The election process will take place as stated in Article V Section 3 at the next scheduled meeting following nomination. The newly elected officers term shall end at the annual election scheduled in November.

Article VII—Meetings

The quorum required to conduct business is fifty (50) percent of the officers and fifty percent (50) of the organization's active members. The President will be in charge of calling meetings and the secretary will be responsible to notify all members. Members must be notified of meetings at least 48 hours in advance and shall be notified via e-mail and/or telephone. The president shall preside over all meetings and shall follow Roberts Rules of Order in conducting organizational meetings.

Article VIII—Advisor

Section 1: Nomination and Role

The advisor shall be selected by the officers of this organization and must be approved by a simple majority vote of eligible members. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor position has no term limit other than he/she must be a current FSU faculty or staff member.

Section 2: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a 2/3 majority vote of eligible members the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 14 calendar days.

Article IX—Finances

Section 1: Membership Dues

Membership dues shall be twenty (20) dollars per year or fifteen (15) dollars per semester. Membership dues will be collected at the first meeting of the Fall and Spring Semester. No membership dues will be collected during Summer terms. **As stated in Article III Section 1, no university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.**

Section 2: Spending Organization's Money

For the protection of the organization and its officers it is required that two authorized signatures sign all monetary transactions. Only the President, Treasurer, and FSU Faculty/Staff Advisor can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

Section 3: Officer Transition

It shall be the responsibility of all account signers to change contact information as well as assist in the update of new account signatures after each election with the organizations financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year's budget and current budget.

Section 4: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be remitted back to the Student Government Association, or donated to the organization's charity—"Children's Miracle Network."

Article X—Publications

Section 1: Compliance

All advertisements of the organization must comply with the University Posting Policy (<http://www.fsu.edu/~posting/fsupolicy.html>).

Section 2: Approval

The Secretary and President must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

Article XI—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next scheduled meeting. The amendment shall not take effect until approved by a 2/3 majority vote of eligible members of the organization.

History of Constitution

Created: 7th day of August in the year 2000

Revised: 1st day of October in the year 2001

Revised: 1st day of July in the year 2002