MODEL STUDENT ORGANIZATION CONSTITUTION

Article I: Purpose
The purpose of the __________________________ is:
A. to serve as forum for ...
B. to promote the growth of ...
C. to foster the continued interest in ...
D. to provide experiences designed to develop the skills of ...
E. to provide members with an opportunity to ...
F. to serve the university community in the following ways:

Article II: Officers
Section 1: Officers of the __________________________ shall be:
A. President
B. Vice President
C. Secretary
D. Treasurer

Section 2: Qualifications. To be eligible to hold any office a person must:
A. be currently enrolled at LSUS;
B. have a minimum 2.0 overall GPA;
C. not be on any disciplinary or scholastic probation;
D. have completed thirty (30) semester hours at LSUS; (suggested)
E. have been an active member of the organization at least one semester; (suggested)

Section 3: Duties.
A. The president shall:
   1. preside over all meetings;
   2. set agendas;
   3. appoint committees and designate a chairperson;
   4. call and preside over meeting of the Executive Board;
   5. vote in meetings to decide ties;
   6. serve as representative for the organization at all University events.
B. The Vice-President shall:
   1. assume the duties of the president in his or her absence;
   2. serve as an ex-officer member or committees;
   3. other duties as agreed upon by founding members.
C. The Secretary shall:
   1. take minutes of the meetings;
   2. maintain current attendance records;
   3. maintain roster of organization;
   4. maintain a schedule of events of the organization;
   5. distribute all publicity for meetings and events of the organization.

D. The Treasurer shall:
   1. be responsible for all organization funds;
   2. maintain a record of all financial expenditures of the organization;
   3. present a financial report at each meeting.
Article III: Elections.

Section 1: Election of Officers.
A. Nominations for officers shall take place at the regularly scheduled November meeting.
B. Elections of officers shall take place at the regularly scheduled December meeting.
C. Election of offices and other positions will be determined by a simple majority of those eligible and voting.
   1. Describe procedure for run-off, if required.
   2. Do you want to allow for absentee ballots?
D. Officers shall be elected in the following order: President, Vice-President, Secretary, Treasurer.
E. Election shall be by secret ballots to be tallied by the advisor.
F. Term of office shall run from January 1 to December 31.
G. In the event a vacancy occurs in any office, that vacancy shall be filled by special election at the next regularly scheduled meeting. Nominations will be made from the floor. Voting shall occur as Article III, Section One, paragraphs C, D, and E.

Section 2: Removal from office.
A. Any officer failing to carry out his/her duties as set forth in this Constitution may be removed from office by the following impeachment proceedings:
   1. Agreement by two of the remaining officers that the accused officer has failed to carry out his or her responsibilities.
   2. Notification of members at least 48 hours in advance that a vote on the accused officer's impeachment will be on the agenda at the next regularly scheduled meeting.
   3. Procedure during impeachment proceedings:
      i. Presiding official will be chosen by a majority vote of the organization. Presiding official cannot be a current officer.
      ii. Prosecuting officers will present reasons that the accused officer should be removed from office.
      iii. The accused officer will have an opportunity to respond to the charges.
      iv. The presiding official will call for vote of those members present and in good standing. The advisor will tally the results. Removal from office requires a 2/3 vote of those voting.
B. The president may remove a committee member or chairperson for failure to carry out the responsibilities of the office.

Section 3: Election of Committee Members.
A. Nominations and elections of committee members shall take place at the last regularly scheduled meeting of the Fall semester. Committee members shall serve from January 1 to December 31.
B. Election shall be closed ballots to be tallied by the advisor. A simple majority vote of those eligible and voting will determine the winner.
C. In the event a vacancy occurs on the committee, that vacancy shall be filled by special election at the next regularly scheduled meeting.
Article IV: Membership
Section 1: Membership in the organization is open to any LSUS student, faculty, or staff regardless of race, color, religion, sex, national origin, handicap, marital status or sexual preference.
Section 2: Members must maintain a 2.0 GPA to participate in organization activities, etc. (suggested)

Article V: Committees
Section 1: Standing committees of the ______________________ are as follows. (Describe purpose and membership of committees, and procedures to be followed in committee meetings)
Section 2: Special Committees that have a specific purpose may be formed at the pleasure of the Executive Committee.

Article VI: Meetings
Section 1: The first meeting of each semester shall be __________________
Section 2: The membership shall set the regular meeting schedule and publish it one semester in advance.
Section 3: Special meetings may be called by the President by giving 48 hours notice in writing to the membership.
Section 4: Meeting will be governed by Robert's Rules of Order.

Article VII: Quorum and Voting Procedures
Section 1: A quorum for the organization to conduct business at any meeting, shall be one-half of the members in good standing.
Section 2: Each member in good standing shall have one vote.
Section 3: Proxy votes and absentee ballots shall not be allowed.
Section 4: A voting percentage of 50% + one (1) of members in attendance shall be required to pass any issue with the exception of amendments to the constitution.

Article VIII: Faculty Advisor
Section 1: The faculty advisor will be chosen by the membership for his/her interest in promoting the purpose of the club and willingness to be actively involved in providing guidance to club officers.
Section 2: The advisor must be either an LSUS faculty member or a member of the staff.
Section 3: The advisor will meet regularly with club executives to discuss plans, policies and activities.
Section 4:  The faculty advisor is to serve as financial advisor to the club and must approve the expenditure of and oversee the reporting of all "University" generated funds.

Article IX: Club Finances
Section 1:  Dues will be set by the membership at the first meeting of the school year and will be payable in: (describe method of payment, installments, amount of dues, whether or not a non-current member is in good standing with organization, where the dues will be held i.e., bank or University account, etc.).

Section 2:  The Club shall maintain a checking account at the Campus Federal Credit Union. It will require two officers' signature to withdrawal funds from this account. The current president, vice-president, secretary and treasurer's signatures must be on file with the Credit Union. The change of authorized signatures should be executed in December after the election of office to become effective January 1 of the new year. Funds may be disbursed from this account at the direction of the Club or in amounts no greater than $100 at the direction of the president.

Section 3:  The Club shall also maintain an account with the University that will hold funds received from the University or generated from outside sources by the Club using its affiliation with the University as inducement to applicable University policies and can only be expended with the approval of the Club advisor.

Section 4:  The treasurer shall maintain the organization's financial records in good order and shall take monthly reports to membership regarding its financial standing. The treasurer shall report any financial problem immediately to the Club executives and to the Club advisor.

Section 5:  The Club' executives, the advisor or a majority of the membership may ask for an independent audit of club funds at any time. That audit will be conducted by person or persons selected by the Club executives and advisor within one week of the request for an audit.

Article X: Ratification and Amendments
Section 1:  This Constitution shall be approved by 2/3 of the voting members of the organization at a regularly scheduled meeting with a quorum present.

Section 2:  Amendments to this Constitution must be presented in writing to the membership at a regularly scheduled meeting of the organization.

Section 3:  Amendments to this Constitution must be approved by 2/3 of the voting members of the organization at the next regularly scheduled meeting with a quorum present.