

Cover Letter for Model Constitution

The following is a model Constitution that will assist you in preparing your own Constitution. By following the outlined steps below, you will be able to receive recognition for your club as prescribed by the Student Group Recognition Manual found at www.ccri.edu/sg/.

We hope these instructions and the model Constitution will give your members a clear understanding of the necessary requirements for recognition as well as participation in establishing the goals and objectives of the organization or club:

1. This is a model constitution. It is not a form, but a guideline for writing your own constitution which should be typed and reviewed by the Office of Student Life before presenting it to the Student Government Secretary.
2. It is necessary to follow the outlined articles in the order that they are presented in the model.
3. Any blanks must be filled out according to the goals, objectives, and desires of the club or organization.
4. Any word phrases that are underlined and separated by a slash (e.g. Executive Board/Council) must be decided upon by the membership as to which option is desired. You are not limited by the options listed in the model. These are merely suggestions.
5. Any word phrases that are underlined must also be decided upon by the membership. Again, you are not limited by what is written.
6. Any additional lines, sections, and/or articles may be added, at the discretion of the members, according to the needs of the organization or club.

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7. The completed constitution must be presented to the Office of Student Life for approval.
8. The constitution must then be submitted to the Student Government Secretary who will then, in turn, review it and once completed, will submit the constitution to Student Government Senate for final approval.

ARTICLE I – NAME

- The official name of the club/organization shall be (_____)

ARTICLE II – PURPOSE

- (Briefly explain the reasons and objectives for the existence of your club/organization, emphasizing how your club/organization is unique from others that are officially recognized by SG.)

ARTICLE III – MEMBERSHIP

- The (club/organization) shall consist of a General Membership, an Executive (Council/Board), and all committees and commissions of the (club/organization).

A. ELIGIBILITY

The (club/organization) shall consist of any and all Community College of Rhode Island Student Activity Fee paying members who are interested in (_____).

B. VOTING RIGHTS

Voting on all matters pertaining to the (club/organization), including financial and electoral matters, shall be limited to currently enrolled members in good standing.

C. ACTIVE PARTICIPATION

(Define active membership, as well as satisfactory attendance at club meetings.)

(Any additional participation requirements defined by the club/organization.)

ARTICLE V – MEETINGS

- Regular meetings shall be held (state a specific time and/or when deemed necessary by the Executive (Council/Board), or the majority of the membership). Meetings shall be called by the

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(President), the Executive (Council/Board), or by (a majority) of the membership. Meetings must be announced (_____) week(s)/day(s) prior to the meeting to the entire membership.

- Special meetings shall be held upon (_____).

ARTICLE VI – EXECUTIVE (COUNCIL/BOARD)

A. MEMBERSHIP

The Executive (Council/Board) shall consist of a _____,
_____, _____, _____, etc.

B. DUTIES AND RESPONSIBILITIES

- Conduct general management of the affairs and purposes of the (club/organization).
- Prepare the agenda for meetings.

ARTICLE VII – OFFICERS/ADVISOR

A. (PRESIDENT)

- Is the chief executive of the (club/organization)
- Has the responsibility of the good and efficient management of the (club/organization)
- Serves as the official representative of the (club/organization) on all public relations and Student Government Senate matters
- Presides over all meetings
- Is a non-voting, ex-officio member of all committees and commissions of the (club/organization)
- Votes only in case of a tie
- Has all other duties and powers usually pertaining to the office

B. (VICE PRESIDENT)

- Performs the duties of the (President) in his/her absence
- Is responsible for recruitment and promotion of (club/organization) activities
- Assumes all other duties delegated by the (President)

C. SECRETARY

- Records all minutes of the (club/organization) meetings
- Carries on the correspondence of the (club/organization)
- Makes the minutes of said meeting public to the membership
- Preserves letters, papers, and documents of the (club/organization)

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- Keeps accurate counts of the membership of the (club/organization)
- Keeps the Secretary of Student Government updated on any and all changes
- Assumes all other related duties delegated by the (President)

D. (TREASURER)

- Oversees the receipts and disbursements of the funds of the (club/organization), while keeping an accurate and itemized account thereof
- Prepares the annual budget request of the (club/organization) for Student Government and the Office of Student Life
- Shall follow the finance and purchasing policies of CCRI
- Assumes other related duties delegated by the (President)

E. ADVISOR

- A permanent faculty or staff member of the Community College of Rhode Island shall be selected and approved by a majority vote of the members of the (club/organization)
- Said advisor must sign and abide by the advisor contract of Student Government
- Advisor shall be trained by the Office of Student Life on all Student Group Financial Policies and Procedures found at www.ccri.edu/osl/

ARTICLE VIII – ELECTIONS

A. ELIGIBILITY

- Any full or part-time CCRI student, who has a GPA of 2.5 or greater, who is a member of the (club/organization) may run for office.

B. NOMINATIONS

- An open nomination period shall be held (____) week(s) prior to the election and shall last until 12 noon of the day prior to the election.

C. ELECTION MEETING

- The incumbent (President) shall summon the membership to convene (during the month of April) to elect all officers by and from the student nomination list.
- The (President) shall preside, announce the meeting's purpose and the declared candidates for each office, conduct remarks and voting, and announce results.
- A majority vote of members voting shall be necessary to elect.
- In the event that the incumbent (President) is running for re-election, a member not running for office shall preside.

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- This presiding member shall be nominated and voted on by the majority of the membership immediately prior to the election.

D. TERM OF OFFICE

- The term of office shall be for (one (1) full academic year)

E. MAJORITY

- For all Articles of this Constitution, a majority will be defined as a simple majority of the membership, minus leaves of absences and abstentions, unless otherwise and specifically noted.

ARTICLE IX – FILLING OF VACANCIES

- Vacancy in an office due to voluntary or involuntary resignation, expulsion, impeachment, or death of the incumbent shall be filled at a special election in accordance with Article V Section 4, and Article VIII.
- Vacancy in the office of the (President) after (one (1) month prior to election) shall be filled by succession of the (Vice President).
- A member recalled or impeached shall not be eligible to fill the vacancy so caused.

ARTICLE X – GENERAL PROVISIONS

A. LEAVES OF ABSENCE

- The (President) may grant a maximum of (_____) leaves of absence per semester to a member who is ill, on official business of the (club/organization), or attending to pressing personal business.
- All leaves of absence must be approved by a majority vote of the membership.

B. COMMITTEES AND COMMISSIONS

- Committees, Commissions, and the Executive (Council/Board) shall report through their chairperson to the membership for its review of all business conducted.
- With the approval of the membership, Committees and Commissions may adopt such policies and procedures as they determine necessary for the proper and responsible management of their duties and powers.
- The (club/organization) may establish such ad-hoc committees as it deems necessary for a set time and charge, after which they shall report and expire.

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C. EXPULSION

- Members of the (club/organization) shall be expelled if absent without a leave from (____) meetings in a given semester.

D. RECALL OF OFFICERS

- Officers of the (club/organization) shall be subject to recall from office by the members of the (club/organization).
- Petition of at least twenty-five percent (25%) or ten (10) of the members of the (club/organization) (whichever is less) shall be necessary to call a special election to determine whether or not an officer shall continue to serve.
- A petition shall be defined as a letter expressing the reasons why an officer should be recalled that is signed by the appropriate number of people.
- A majority vote of those voting in favor of the recall shall be necessary for removal of the officer from office.
- Upon conclusion of said majority vote, the officer shall be immediately removed from office and shall lose all rights and privileges thereof.
- If less than a majority of members voting vote in favor of recall from office, the officer in question shall retain his/her office and shall retain rights and privileges thereof.
- A recalled officer shall not lose his/her membership in the (club/organization).

E. IMPEACHMENT

- Members of the (club/organization) shall be subject to impeachment from office thereon for good cause.
- Any member of the (club/organization) may move impeachment with the impeachment indictment requiring a majority of those voting.
- The (club/organization) shall meet within one (1) week to conduct a hearing on the impeachment indictment requiring a majority vote of those voting.
- The impeachment hearing shall be conducted in public or private at the wish of the indicted member. The member who moved indictment shall show cause for the indicted representative to be removed. The indicted representative shall show cause why he/she should not be removed from membership. Each shall be allowed to present evidence and call witnesses to justify their position. The Secretary of Student Government shall keep a record of the proceedings, which shall be available for inspection by any student of the College.
- A two-thirds (2/3) vote of members voting shall be necessary to impeach.

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- Impeachment shall result in expulsion from the (club/organization).

F. QUORUM

- A quorum shall consist of a majority of those members of the (club/organization), minus the leaves of absence and suspensions.

G. PARLIAMENTARY PROCEDURE

- Meetings of the (club/organization) shall be conducted under Robert's Rules of Order, Revised
- The (club/organization) shall follow the CCRI Procedures for Clubs and Organizations in the Student Recognition Manual found at www.ccri.edu/sg/

ARTICLE XI – AMENDMENTS

- All amendments must be presented by a petition to the Executive (Council/Board).
- If this petition is signed by ten percent (10%) of the members of the (club/organization), the Executive (Council/Board) shall call a special meeting.
- If the petition contains less than ten percent (10%) of the signatures of the (club/organization), the Executive (Council/Board) shall discuss the proposed amendment at their next meeting.
- A special meeting shall be held within two (2) weeks of the meeting at which the proposed amendment was discussed.
- For the amendment to be passed and adopted, two-thirds (2/3) of those voting must approve it.
- All amendments must be approved by the CCRI Student Government Senate.

ARTICLE XII – RATIFICATION

- This document shall become effective as the constitution of the (club/organization) one (1) day after it is ratified by CCRI Student Government Senate.