



# Miami Dade College

West Campus

## SUGGESTED OUTLINE OF CONSTITUTION

### PREAMBLE (i.e. Statement of Purpose)

We, the members of Miami Dade College

\_\_\_\_\_ Name of Organization

hereby associate ourselves to:

\_\_\_\_\_ (Statement of Purpose, Activity, etc.)

as of \_\_\_\_\_ Date

### ARTICLE I. NAME

The name of this organization shall be

\_\_\_\_\_

### ARTICLE II. OBJECTIVES

\_\_\_\_\_ (State the Objectives of the Organization)

### ARTICLE III. MEMBERSHIP

Section 1. The membership of this organization shall be open to (Specify Requirements)

Section 2. A quorum of membership for voting purposes shall be reached when \_\_\_\_\_ of the regular members are present. (Group may decide: quorum may vary from 1/3 to 2/3 of membership).

Section 3. Any member absent for \_\_\_\_\_ consecutive meetings,

without valid excuses, must petition for re-admission to the organization.

Section 4. Race, creed, handicap, sex, personality social status, or religion shall not be a factor in deciding which students may join the organization.

Section 5. In order to reject an applicant to membership, 50% plus one (1) of the quorum must vote against the applicant.

#### Article IV. Officers and Duties

The officers of the organization shall be: President, Vice-President, Secretary, Treasurer, and... (any others desired.)

Section 1. The duties of the President shall be to preside at all meetings of the organization, to enforce the constitution, to decide questions of orders, to appoint committee heads, to call special meetings, etc.

Section 2. The duties of the Vice-President shall be to preside at all meetings in the absence of the President, be ex-officio member of all meetings, etc.

Section 3. The duties of the Secretary shall be to keep records of the meetings, to maintain the roster membership, to take role, be responsible for correspondence, etc.

Section 4. The duties of the Treasurer shall be to collect dues, maintain financial records, make expenditures, to render regular reports upon request, etc.

Section 5. Duties of any other officers.

#### Article V. Election of Officers

Election shall be held on the specific time, i.e. once a year, at opening of each semester, etc. Voting shall be by secret ballot; a plurality vote shall determine the winners.

Section 1. Only members who are in good standing, having paid dues and attended meetings regularly (specify time, some clubs specify membership for at least one term prior to holding office) are eligible to hold office. Only members in good standing are eligible to vote.

Section 2. The term of the office shall be \_\_\_\_\_.

Section 3. Nominations shall take place (date of election, preceding week, etc.)

Section 4. Votes shall be counted by \_\_\_\_\_.

Section 5. Installation of new officers shall take place.

#### Article VI. Removal of Officers

Section 1. Situations/Conditions that would call for such actions.

Section 2. Procedures for such actions to take place.

#### Article VII. Suspension and Expulsion of Members

Section 1. Situations/Conditions that would call for such actions.

Section 2. Procedures for such actions to take place.

#### Article VIII. Committees (Optional: Some groups specify)

#### Article IX. Faculty Advisor

This group shall have a regular faculty advisor who will attend meetings and advise the organization.

#### Article X. Meetings and Dues

Section 1. Meetings shall be held regularly at a time specified by that organization.

Section 2. An initiation fee for all new members will be \_\_\_\_\_.

Section 3. Dues in the amount of \$ \_\_\_\_\_ shall be collected from each regular member each term.

#### Article XI. Robert's Rules of Order

Robert's Rules of Order shall be used as a guide for the president officer in all situations not covered by provisions of the constitution.

#### Article XII. Amendments

Amendments to this constitution shall be submitted to the President writing for submission to the members for vote. A \_\_\_\_\_ vote shall suffice adoption thereof, subject to approval by the Director of Student Life and the appropriate organizational council.