

## Organization's Name

### Purpose:

The purpose of the \_\_\_\_\_ would be \_\_\_\_\_

The aim and goal of the \_\_\_\_\_ is to provide \_\_\_\_\_ for \_\_\_\_\_ and also \_\_\_\_\_ which can \_\_\_\_\_.

### Article 1:

The official name of the organization shall be \_\_\_\_\_

### Article 2: Membership

- a. Membership is open to \_\_\_\_\_
- b. Members will be defined as those students/faculty/staff who \_\_\_\_\_
- c. The policy of our chartered organization is not to engage in policies or practices that serve to discriminate against or give preference to any person on the basis of their age, color, creed, differently-abled status, marital status, national origin, political belief, race, religion, sex, sexual orientation or veteran status in regards to membership and participation in an organization's activities or any other criterion specified by federal, state, or local laws and thereafter accords them all the rights and privileges generally made available to students or employees at Columbia University Medical Center, College of Physicians & Surgeons.

### Article 3: For Clubs with no E-board the Club Leader must satisfy the additional tasks of treasurer, public relations, and event planning.

**\*\*Your club may or may not have committees to help with these tasks; it is based on your organization's needs.**

**\*\*Duties can be divided amongst multiple Club Leaders: Co-Club Leader/Finance, Co-Club Leader/Programming, etc...**

### Section 1: Club Leader

- a. The Executive Board shall have \_\_\_ Club Leader (s).
- b. Be responsible for the overall proper functioning of the organization
- c. Preside over all meetings & Create agenda for Committee Chair Meetings\*\*
- d. Shall ensure the faithful execution of this Constitution.
- e. **Duties shall be divided/shared by all Club Leaders – if divided please use the “e-board specific titles” sample constitution [found here](#).**
- f. Financial Responsibilities:
  - i. Maintain a record of financial transactions and handle all financial concerns and duties of the organization.
  - ii. Give reports at meetings about the financial status of the organization.
  - iii. Prepare in consultation with the committees a budget for each successive academic year\*\*
  - iv. Present the budget to the P&S Club
  - v. Ensure all necessary financial-related deadlines are met as per the P&S Club.
- g. Public Relations & Social Programming
  - i. Advertise programs and events of the organization to the University, Campus Media and other constituencies.
  - ii. Serve as the liaison to other organizations on campus
  - iii. Plan Programs and events & work with the Director of P&S Club

### Section 2: Election of Club Leader

- a. Elections shall be held toward the end of the November. Position will be held from January – December.
- b. PLEASE INSERT YOUR CURRENT ELECTION PROCEDURE

### Section 3: Replacement of Club Leader/President

- a. Any member may bring specific impeachment charges against the Club Leader who has not fulfilled their duties, engaged in conduct that violates the \_\_\_\_\_ constitution, or the general well-being of the organization.
- b. How removed from office?
- c. If the President resigns before next elections how replaced?

**Article 4: Committees**

- a. There shall be \_\_\_\_\_ standing committees, which will be: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.
  - i. Each standing committee shall be chaired by one member
- b. Shall operate on an informal basis
- e. Any financial considerations shall be referred to the CL

**Article 5: Amendment**

- a. To change the organizations Constitution three-fourths (3/4) of the Executive Board must vote in agreement with the amendments to the constitution.
- b. All Amendments require approval of the \_\_\_\_\_

**Article 6: Grievances**

- a. Any member or organization who has a grievance with \_\_\_\_\_ shall have his/her concern(s) addressed at the next scheduled Executive Board meeting.

**Article 7: Ratification**

- a. The ratification of this Constitution of the \_\_\_\_\_, shall require a three-fourths vote of the E-Board, and a two-thirds vote of the general membership during a referendum.

This Constitution was updated in on: \_\_\_\_\_ by: \_\_\_\_\_

Organization Chartered: \_\_\_\_\_  
Constitution Established: \_\_\_\_\_  
Updated: 2010

**\*\*An example follows on the next page**

## **EXAMPLE – P&S Club**

**\*\*Please note:** This example does not reflect the actual P&S Club Constitution and is being used for the sole purpose of training materials.\*\*

### **Purpose:**

The purpose of the P&S Club is to be an umbrella organization for all recognized student organizations at CUMC: P&S.

The aim and goal of the P&S Club is to provide guidance and support for students who are leading or would like to lead one of the many student groups. We also oversee the membership for the Free Weight Club, Cinema Heights, and Music Room. We aim to give a fun “out-of-classroom” experience through our annual events.

### **Article I:**

The official name of the organization shall be The P&S Club

### **Article 2: Membership**

- a. Membership is open to all CUMC P&S students
- b. Members will be defined as those students who are enrolled at CUMC: P&S, and other CUMC community members who sign-up to be members of individual student organizations.
- c. The policy of our chartered organization is not to engage in policies or practices that serve to discriminate against or give preference to any person on the basis of their age, color, creed, differently-abled status, marital status, national origin, political belief, race, religion, sex, sexual orientation or veteran status in regards to membership and participation in an organization's activities or any other criterion specified by federal, state, or local laws and thereafter accords them all the rights and privileges generally made available to students or employees at Columbia University Medical Center, College of Physicians & Surgeons.

### **Article 3: Executive Board**

#### **Section 1: Leadership**

- a. The Executive Board shall have 1 officer(s): Director of Student Activities & P&S Club.
- b. All members of the E-Board must be employed by CUMC.
- c. Shall have weekly meetings with the Student Affairs office.
- d. Additional meetings can be called at the discretion of the Director or SA office.
- e. Any E-Board Officer can introduce an amendment to this constitution.
- f. A majority must be present at E-board meetings for quorum

#### **Section 2: Director of Student Activities & P&S Club**

- a. Be responsible for the overall proper functioning of the organization
- b. Oversee the overall student leadership structure
- c. Preside over all Executive Board Meetings and General Board meetings
- d. Create the agenda for all Executive Board Meetings and General Board meetings
- e. Accept all applications for the General Board
- f. shall ensure the faithful execution of this Constitution.
- g. Oversee all administrative functions of the E-Board.
- h. Upkeep the List-serve
- i. Financial Responsibilities:
  - i. Maintain a record of financial transactions and handle all financial concerns and duties of the organization.
  - ii. Give reports at meetings about the financial status of the organization.
  - iii. Prepare in consultation with the committees a budget for each successive academic year\*\*
  - iv. Present the budget to the P&S Club
  - v. Ensure all necessary financial-related deadlines are met as per the P&S Club.
- j. Public Relations & Social Programming
  - i. Advertise programs and events of the organization to the University, Campus Media and other constituencies.
  - ii. Serve as the liaison to other organizations on campus
  - iii. Plan Programs and events with the help of the P&S Club Reps

### **Section 3: Hiring an Intern**

- a. If desired and approved by Human resources the Director can hire an intern
- b. Application and interviewing process shall be held in March for non-Director positions. Position will be held from June 1 – May 31.
- c. Applicants will submit resumes. Those candidates who are desirable will have a phone interview. Those who remain will come to the campus for a second interview. After this the candidate will be selected and notified.

### **Section 4: Attendance**

- a. Each E-board member can have 12 sick days per academic year
- b. Each G-Board member can have 0 unexcused absences for mandatory events. Failure to hold up the Club Leader responsibilities may result in your organization's budget being frozen.

### **Section 5: Replacement of Officers**

- a. The Director reserves the right to dismiss any employee who has not fulfilled their duties, engaged in conduct that violates the constitution, or the general well-being of the organization.
- b. If the Director resigns the Assistant be temporarily promoted to Director Status and assume the role and duties of the Director. The Student Affairs office and Human Resources will be the decider of such decisions.

### **Article 4: Amendment**

- a. To change the organizations Constitution three-fourths (3/4) of the Executive Board must vote in agreement with the amendments to the constitution.
- b. All Amendments require approval of the Director.

### **Article 5: Committees**

- a. There shall be 1 standing committee, which will be: P&S Club Representatives (8).
  - i. Each standing committee shall have two people representing each class year.
- b. The E-Board can establish committees to address necessary issues as they arise.
  - i. Membership in committees is by election only. Nominations and voting will be run by the Director. Each class year can only vote for the Representatives for their class.
- d. Shall operate on an informal basis.
- e. Any financial considerations shall be referred to the E-Board.

### **Article 6: Grievances**

- a. Any member or organization who has a grievance with the P&S Club shall have his/her concern(s) addressed at the next scheduled Executive Board meeting.

### **Article 7: Ratification**

- a. The ratification of this Constitution shall require a three-fourths vote of the E-Board, and a two-thirds vote of the general membership during a referendum.

This Constitution was updated in on: March 3, 2011 by: Jane Doe

Organization Chartered: 1894  
Constitution Established: unknown  
Updated: 2011