

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: Executive Board – Positions are samples and are not required.

****Remember this is a sample for government & can be modified to your organization's needs.**

Section 1: Leadership

- a. The Executive Board shall have ___ officer(s): _____, _____, _____.
- b. All members of the E-Board must be _____
- c. Shall have at least _____ meetings
- d. Additional meetings can be called at the discretion of the E-Board
- e. Any E-Board Officer can introduce an amendment to this constitution.
- f. A majority must be present at E-board meetings for quorum
- g. Upon the unanimous vote of the current Executive Board, additional ex-officio non voting members may be added Executive board.

Section 2: Club Leader

- 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. Assist in selection of incoming board members based on listed election procedures.
- f. Ensure the constitutionality of the Executive Board elections unless he or she is a candidate, in which case the responsibility will shift to Executive members who are not running.
- g. Accept all applications for the General Board h. Shall ensure the faithful execution of this Constitution.

Section 3: Vice President

- a. Fulfill the duties of the Club Leader in the absence of the Club Leader.
- b. Oversee and preside over the G-Board in cooperation with the Club Leader
- c. Be responsible for developing, maintaining and internal communication structure within the Executive board and general board
- d. In the event of the absence of the Secretary, shall take minutes.
- e. Succeed the Club Leader, if the office of Club Leader becomes vacant.

Section 4: Secretary

- a. Maintain minutes on file for Executive Board and General Board meetings.
- b. Responsible for taking attendance at General Board meetings.
- c. Oversee all administrative functions of the E-Board.
- d. Upkeep the List-serve

Section 5: Treasurer

- a. Maintain a record of financial transactions and handle all financial concerns and duties of the organization.
- b. Attend every Executive Board Meeting
- c. Give reports at Executive Board Meetings about the financial status of the organization.
- d. Prepare in consultation with the E-Board a budget for each successive academic year
- e. Present the budget to the P&S Club
- f. Ensure all necessary financial-related deadlines are met as per the P&S Club.

Section 6: Public Relations Chair

- a. Advertise programs and events of the organization to the University, Campus Media and other constituencies.
- b. Serve as the liaison to other organizations on campus

Section 7: Social Chair

- a. Plan social programming
- b. Assist in the development of relationships with myriad student constituencies.
- c. Work with the Public Relations Chair to advertise and promote programs

Section 8: Elections

- 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 9: Attendance

- a. Each E-board member can have ___ unexcused absences a semester
- b. Each G-Board member can have ___ unexcused absences a semester

Section 10: Replacement of Officers

- a. Any member may bring specific impeachment charges against Executive Board members(s) who have not fulfilled their duties, engaged in conduct that violates the _____ constitution, or the general well-being of the organization.
- b. A majority vote of the Executive Board will remove the Executive Board member(s) from office.
- c. If the President resigns the Vice President shall immediately assume the role and duties of the President

Article 4: General Board

- a. A simple majority must be present for quorum
- b. General Board meetings shall take place once every month
- c. Meetings shall be called by the Executive Board.

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: Committees

- a. There shall be _____ standing committees, which will be: _____, _____, _____.
 - i. Each standing committee shall be chaired by one member of the E-board

b. The E-Board can establish committees to address necessary issues as they arise.

i. Membership in committees is voluntary self-appointment by E-Board and G-Board members and open to all interested persons of the general membership

c. Shall operate on an informal basis

d. Any financial considerations shall be referred to the E-Board.

Article 7: 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 8: 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 1: 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 2 officer(s): Director of Student Activities & P&S Club, Intern/Student Activities and Orientation Programming Assistant.
- 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
- g. Upon the unanimous vote of the current Executive Board, additional ex-officio non voting members may be added Executive board.

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. Assist in selection of incoming intern/assistant based on listed hiring procedures.
- f. Ensure the constitutionality of the Executive Board elections.
- g. Accept all applications for the General Board
- h. Shall ensure the faithful execution of this Constitution.
- i. Maintain a record of financial transactions and handle all financial concerns and duties of the organization.
- j. Prepare in consultation with the E-Board a budget for each successive academic year
- k. Present the budget to the Student Affairs Finance Director.
- l. Ensure all necessary financial-related deadlines are met as per the P&S Club.

Section 3: Intern/Student Activities and Orientation Programming Assistant

- a. Fulfill the duties of the Club Leader in the absence of the Club Leader.
- b. Oversee and preside over the G-Board in cooperation with the Director.
- c. Be responsible for developing, maintaining and internal communication structure within the Executive board and general board
- d. In the event of the absence of the Secretary, shall take minutes.
- e. Succeed the Club Leader, if the office of Club Leader becomes vacant.
- f. Maintain minutes on file for Executive Board and General Board meetings.
- g. Responsible for taking attendance at General Board meetings.
- h. Oversee all administrative functions of the E-Board.
- i. Upkeep the List-serve

Section 4: Public Relations Intern

- a. Advertise programs and events of the organization to the University, Campus Media and other constituencies.
- b. Serve as the liaison to other organizations on campus
- c. Work with the Public Relations Chair to advertise and promote programs

Section 5: Hiring Employees

- a. Application and interviewing process shall be held in March for non-Director positions. Position will be held from June 1 – May 31.
- b. 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 6: 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 7: 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: General Board

- a. A simple majority must be present for quorum
- b. General Board meetings shall take place once every month
- c. Meetings shall be called by the Executive Board.

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: 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.
- c. Shall operate on an informal basis.

d. Any financial considerations shall be referred to the E-Board.

Article 7: 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 8: 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