

**CONSTITUTION OF**

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**AT BARUCH COLLEGE OF THE  
CITY UNIVERSITY OF NEW YORK**

**ARTICLE I – NAME** (Required)

The official name of this organization shall be:

\_\_\_\_\_

at Baruch College. Hereinafter referred to as (*insert shortened name or acronym if applicable*): \_\_\_\_\_

No other name will be used in the advertisement or representation of the organization.

**Affiliation: [Required only if your group is a local chapter that has a regional, national and/or international structure]. Please provide the information below from the affiliated organization in separate documents. Information must include:**

- Identify, if any, affiliations with a regional, national and/or international structure and specify what the relationship is.
- List names, address, phone number and e-mail addresses of parent or affiliated organization at the regional or national level.
- Charter of the affiliated outside group or fraternal ties that are to exist must accompany this constitution.

**ARTICLE II – PURPOSE** (Required)

The purpose of this organization shall be:

**Reminder: The purpose and function shall not duplicate that of any other existing organization at Baruch College.**

## ARTICLE III – MEMBERSHIP (Required)

### Section 1 – Qualifications

- A. All members must be matriculated students of Baruch College and must subscribe to or be interested in the purpose of the organization.
- B. **No person shall be denied membership or office because of national or ethnic origin, race, color, sex, gender identity or expression, sexual orientation, age, political or religious beliefs, disability, veteran or marital status.**

## ARTICLE IV - OFFICERS/ELECTIONS/REMOVAL OF AN OFFICER (Required)

### Section 1 – Officers

#### **Undergraduate:**

All officers of this organization must be matriculated undergraduate students of Baruch College, have a minimum overall grade point average of 2.5, and must be registered for at least one course for the term during which they are to serve.

#### **Graduate:**

All officers of this organization must be matriculated graduate students of Baruch College, have a minimum overall grade point average of 3.0, and no minimum credits for the term during which they are to serve.

**Note: No one can serve as the President of one organization while simultaneously serving as Treasurer of another, nor can anyone serve as President of more than one organization.**

- A. There shall be a **President** who shall ...
  - i) Preside at all meetings of the club
  - ii) Call special meetings of the club
  - iii) Prepares and files any report required
  - iv) Create and distribute agendas for each meeting of the organization
  - v) Represent the club at official functions
  - vi) Maintain contact with club adviser(s)
  - vii) Remain fair and impartial during organization decision making processes
- B. There shall be a **Vice-President** who shall...
  - i) Assume the duties of the President as needed
  - ii) Serve as an ex-officio member of standing committees
  - iii) Coordinate organizational recruitment efforts
  - iv) Represent organization at official functions
  - v) Coordinate organization election
  - vi) Remain fair and impartial during organizational decision making processes
- C. There shall be a **Secretary** who shall ...

- i) Keep a record of all members and events of the organization
- ii) Keep and distribute minutes of each meeting of the organization
- iii) Notify all members of meetings
- iv) Prepare organization's calendar of events
- v) Represent organization at official functions
- vi) Remain fair and impartial during organization decision making process

D. There shall be a **Treasurer** who shall ...

- i) Keeps all financial records of the organization
- ii) Prepare the annual budget to be submitted to the appropriate Student Government.
- iii) Prepares all budget requests for funds
- iv) Advises members on financial matters (i.e. vendors, ticket selling procedures)
- v) Represents organization at official functions
- vi) Remains fair and impartial during organization decision making processes

E. Additional Club Officers indicated on the final page of this document.

## **Section 2 – Elections**

A. All officers shall serve [one term, one year] and maybe re-elected for [one] additional term.

B. General elections & Election Process:

- i) Shall be held once a year.
- ii) The candidates shall campaign.
- iii) The candidates shall have an opportunity one (1) week prior to voting to present a speech to the general membership and have a question and answer session as outlined by the current executive board.
- iv) Candidates win by majority vote.

C. Special elections:

- i) Shall be called by the President of the club.
- ii) The candidate shall win by a majority vote.

## **Section 3 – Removal of an Officer**

A. A win two-thirds majority vote of the active voting membership is required for the impeachment proceedings to be activated.

B. The officer in question must be notified of the charges in writing.

C. A special meeting must be set up to discuss the charges; all parties must be allowed to respond.

D. Should a decision be made, a win two-thirds majority vote of the active voting membership will result in the removal of the officer to be impeached.

- E. Determine how a replacement will be selected and when the new person takes office.
- F. A copy of the typed minutes from both, the meeting when the impeachment proceeding was enacted, and the meeting when the voting for removal in order for the officer to be impeached must be submitted to the Office of Student Life.

**ARTICLE V - EXECUTIVE BOARD** (Required)

**Section 1** -The Executive Board shall consist of the elected officers of the organization.

**Section 2** - The Executive Board shall formulate the agenda, take emergency action, and have general management of the student organization in the absence of the full membership.

**Section 3** -The Vice-President shall assume the duties of any vacant office until a special election is held. If more than one office is vacant, they shall be filled by presidential appointment until a special election is held.

**Section 4** – The Executive Board shall choose a faculty advisor for the organization.

**Section 5** – The Executive Board shall attend functions as required by the Baruch College Office of Student Life.

**Section 6** - The Executive Board shall know the *Fiscal Guidelines for Expenditure of Student Activity Fees* as established by the Board of Trustees of The City University of New York & by the Bernard M. Baruch College Association, Inc.

**ARTICLE VI – Faculty Advisor (Optional)**

**Section 1** – The Executive Board shall choose a Faculty Advisor of Baruch College:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

**ARTICLE VII – MEETINGS** (Required)

**Section 1** - This organization shall hold regular meetings on the following schedule (e.g. *weekly on Thursdays*):

\_\_\_\_\_

**Section 2** -A quorum consisting of two officers plus a majority of duly registered members is necessary for the transaction of any business.

**Section 3** -The rules contained in Robert's Rules of Order - Newly Revised shall govern this organization in all cases in which they are not inconsistent with the constitution and the by-laws of this organization.

#### **ARTICLE VIII – AMENDMENTS** (Required)

**Section 1** -Amendments to this constitution shall be introduced from the floor and submitted to the Secretary in writing at a regular business meeting. Amendments shall be voted upon at the next meeting of the organization.

**Section 2** -The entire membership shall be notified in writing at least seven (7) days prior to a vote on the proposed amendment.

**Section 3** –A win two-thirds majority vote of the voting membership present shall be necessary for the passage of an amendment.

**Section 4** –A copy of the typed minutes from the meeting when the amendment was passed to prove that this amendment was adopted must be submitted to the Office of Student Life with the revised constitution of the organization.

#### **ARTICLE IX – DISSOLUTION** (Required)

In the event of the dissolution of this group, all accrued funds and assets shall revert to the Bernard M. Baruch College Association, Inc.

#### **BYLAWS** (Optional)

- Standing Committees of the organization, structures/purposes of the committees...
- Amendments to the Bylaws shall be introduced from the floor and submitted to the Secretary in writing at a regular business meeting. Amendments shall be voted upon at the next meeting of the organization.
- The entire membership shall be notified in writing at least seven (7) days prior to a vote on the proposed amendment.
- A win two-thirds majority vote of the active voting membership is required for the passage of an amendment.

**ENACTMENT OF CONSTITUTION:** (Required)

This constitution is now enacted on this \_\_\_\_\_ of \_\_\_\_\_ ,

**Signed by:**

President's Name \_\_\_\_\_

Signature \_\_\_\_\_

Vice-President's Name \_\_\_\_\_

Signature \_\_\_\_\_

Secretary's Name \_\_\_\_\_

Signature \_\_\_\_\_

Treasurer's Name \_\_\_\_\_

Signature \_\_\_\_\_

Additional Club Positions and Responsibilities (if applicable). List the position followed by the responsibility of that position: