

Working Copy for the
CONSTITUTION AND BYLAWS
TO GOVERN A NEW CLUB AT
BURMAN UNIVERSITY

CONSTITUTION

PREAMBLE

“For the purpose of promoting interest in _____, to provide _____ related events for its members, and to promote positive interaction within the _____ community, we do hereby form ourselves into The _____ Club of Burman University.”

ARTICLE I

“The name of the organization will be The _____ Club of Burman University.”

ARTICLE II

Membership

“Active members of this organization will consist of any students, faculty or staff of Burman University who are interested in _____ and choose to be members.”

Please conform to the Student Rights and Responsibilities of Burman University as presented on page 3 of the current Student Handbook when considering who should become a member of this organization.

Note University Policy: #1 Membership - *The University College encourages students to join one or more academic department clubs, special interest clubs, or performing organizations on campus. However, membership in such organizations is voluntary.*

ARTICLE III

Officers and Job Descriptions

Section 1 – **Naming the officers**

- A. The officers of this organization must be at least: president and financial vice-president.
- B. Additional officers like social activities vice-president, spiritual vice-president or communications vice-president may be elected if the organizational group feels necessary.

Section 2 – **Suggestions only – specific details are at the discretion of the organizational group**

- A. The president will be chairman of the executive committee, will give notice of and preside at all meetings of the club and generally supervise the activities of the club.
- B. The financial vice-president will be responsible for the collection of dues and accounting for the club. This person will report the financial condition of the club at meetings, decide if the club has funding to cover the cost of various activities and will furnish a report at the close of each semester.
- C. The social activities vice-president will be responsible for the organization of on/off-campus events.
- D. The spiritual vice-president will be responsible for the spiritual atmosphere of the club.

- E. The administrative vice-president will record the actions of the general meetings and the executive committee.
- F. In the absence of the president, leadership responsibilities will be assigned to the ranking officer in the following sequence:
- G. An officer may be removed from office for non-performance of duties by a two-thirds majority vote of the executive committee or a majority vote of the club members with two-thirds of the members in attendance. The club may then elect a new officer.

Note University Policy: #2 Officers and Advisors – *Organizations must have at least a president, a treasurer, and a faculty/staff advisor. It may choose to have additional officers, such as social activities vice-president, spiritual vice-president or communications vice-president. The advisor will submit the list of elected officers, all of whom must have a cumulative GPA of at least 2.250 and must be enrolled in a minimum of six credits per term, and none of whom may be on academic probation, to the Campus Life Committee before their last scheduled meeting in Winter Term for approval.*

ARTICLE IV

Advisors

- A. The club will have at least one faculty/staff advisor who has experience or interest in _____.
- B. The advisor must be present at each committee meeting, each general activity meeting and each function.
- B. State how the club will elect the advisor in March to serve for the following year.
- C. The advisor is responsible to the Vice President for Student Services.

Note University Policy: #2 & #9. Administrative Liaison - *The advisors of academic department clubs, special interest clubs, and the advisors of performing organizations are responsible to the Vice President for Student Services.*

ARTICLE V

Dues and Fees

- A. The dues, in the amount of \$_____, will cover...
- B. Extra fees may be assessed for special activities but should not be in excess of \$_____.

Note University Policy: #3. Dues and Fees - *Organization members must pay all dues and fees directly to the organization treasurer. They may not charge such expenses to their student accounts.*

ARTICLE VI

Finances

- A. Determine financial procedures according to policy as noted below.

Note University Policy: # 4 Finances - *The organization treasurer is responsible for collecting fees, issuing receipts, and accounting for the receipt and disbursement of funds. The treasurer must keep all cash on deposit at the Accounting Services Office. Under no circumstances are treasurers to keep cash in their rooms or at home.*

All expenditures of the organization shall be authorized by purchase orders signed by an organization advisor and shall be paid through the Accounting Services Office. If items are purchased by cash, reimbursement will be made only upon the presentation of receipts attached to a Student Expense Reimbursement Form and signed by the sponsor.

Financial statements for the organizations are distributed to the advisors on a monthly basis from the Vice President for Student Services.

ARTICLE VII

Committee Meetings and General Meetings

- A. The schedule for committee meetings
- B. State provision for any sub-committees in the organization, along with their duties and responsibilities and how members are selected for the committees.
- B. The schedule for general activity meetings
- C. State the policy on a quorum at committee and general meetings

Note University Policy: #7. General and Committee Meetings - At least one sponsor must be present at each general organization meeting or committee meeting.

ARTICLE VIII

Functions

- A. Plan for one major function a semester.
- B. All functions must be approved by the Campus Life Committee.
- C. Prior to any function, the treasurer must obtain a quote on the anticipated cost and ensure that the organization has adequate funds.

Note University Policy: #8 Functions - Organizations may not normally have more than one function per month, apart from regularly scheduled activities. All functions must be approved by the Campus Life Committee. Requests for functions involving food from the cafeteria must bear the signature of the Director of Food Services. Organization members who miss work appointments to attend a function must make prior arrangements with their work superintendent even if the Campus Life Committee has approved the function.

Prior to any function, the treasurer must obtain a quotation on the anticipated cost and ensure that the organization has adequate funds. The treasurer must present this information to the advisor for final approval of the function.

ARTICLE IX

Year-End Funds

- A. State details of how things should be handled.

Note Policy: #5 - At the end of each academic year all organizations account balances, whether credit or debit, shall remain with the corresponding organizations for the next academic year.

ARTICLE X

Dispersion of Funds at the Dissolution of an Organization

A. State details of how things should be handled.

Note Policy: #6 - *If an organization plans to dissolve and anticipates that it will have surplus funds at the time of dissolution, it should take an action in a general organization meeting providing for the disposition of such funds. The advisor must provide a copy of such an action to the Vice President for Financial Administration and to the Vice President for Student Services. If the organization fails to designate the use of the remaining funds, the Cabinet of the University College will determine the disposition.*

ARTICLE XI

Elections

A. The officers will be elected in March of the year before they serve and will assume full responsibility for planning the following year's events.

B. State the organization's policy on who can vote:

C. State when the notice of election and election results will occur:

Note University Policy: #2 Officers and Advisors – *...The advisor will submit the list of elected officers, none of whom may be on academic probation, to the Campus Life Committee before their last scheduled meeting in Winter Term for approval.*

ARTICLE XII

Amendments

A. The constitution and the bylaws may be amended by a two-thirds vote of the entire club membership.

B. Provision for advance notice of amendments.

C. Provision for notifying Campus Life Committee of any amendments.

BYLAWS

Membership

A. Students, faculty and staff will be entitled to membership upon payment of dues.

B. Members are expected to attend at least 40% of all club meetings.

Executive Committee

The executive committee includes all officers and advisors of the club.

Dues, Fees and Expenses

Section 1.

Dues will be set by the executive committee.

Section 2.

Guests attending club functions may be required to pay a nominal fee set by the executive committee.

Section 3.

Expenses must be approved by the executive committee and signed by the financial vice-president and the faculty/staff advisor.

Officers and Advisors

The officers of this organization and the advisor will serve for the entire school year.

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