

Please note that this is only a guide and not all information in this sample would be applicable to all clubs. Please pay attention to the text and whether or not it makes sense to include in your club's constitution. Questions regarding constitutions should be directed to the Student Senate Administration Committee.

All student organizations must be run entirely by students. The executive and salaried positions of the student organization must be filled by undergraduate students.

All student organizations must have constitutions, which must have the following items:

- a) A purpose statement, one that does not oppose that of Valparaiso University
- b) Description of the organization's structure
- c) Description of the organization's operations
- d) Description of who is eligible to be a member
- e) Description of the expectations of being a member
- f) A clause specifying that membership and voting rights will be based on individual merit, free from discrimination based on race, color, national origin, disability, age, or sexual orientation
- g) An amendment process

The Constitution of the Crusader Club of Valparaiso University

Article I. NAME

The name of this club shall be the "Valparaiso University Crusader Club" (VUCC).

Article II. PURPOSE

The purpose of VUCC shall be to foster leadership development through the coordination of educational and awareness projects. VUCC will work toward its goals by:

- A. coordinating a regular series of roundtable discussions of student leaders,
- B. meeting with University administrators to provide feedback on current leadership development programs, and
- C. creating a mentorship program between first year students and graduating student leaders.

Article III. MEMBERSHIP

- Section 1. Membership in VUCC shall be open to any interested undergraduate students at the Valparaiso University.
- Section 2. Valparaiso University graduate students and Valparaiso University faculty/administrators may join the club as "Associate Members." Associate members may not run for office and do not have voting rights.
- Section 3. It is the policy of the Valparaiso University Crusader Club that membership and voting rights will be based on individual merit, free from discrimination based on race, color, national origin, disability, age, or sexual orientation.

Article IV. MEMBERSHIP FEES

- Section 1. All members must pay an annual membership fee of \$10.00 due to the Club Treasurer no later than September 15.

- Section 2. Members joining between September 15 and the end of the fall semester must pay the \$10.00 membership fee to the Club Treasurer by the second meeting they attend.
- Section 3. Members joining in the spring semester must pay a \$5.00 membership fee by the second meeting they attend.
- Section 4. Members who are current on their dues payment shall be classified as "active" members.
- Section 5. Only active members may participate in club activities.

Article V. OFFICERS

- Section 1. The officers of VUCC shall be the President, Vice President, Treasurer, and Secretary. The creation of additional officers positions (e.g. Co-President, Web Master, etc.) must be approved by a two-thirds vote of the active membership and with the support of the advisor.
- Section 2. Only Valparaiso University undergraduate students may serve as officers.
- Section 3. The duties of the President shall include:
- A. Coordinating bi-weekly meetings of the club.
 - B. Chairing all meetings of the club.
 - C. Calling emergency meetings, pursuant to Article IX. Section 3.
 - D. Providing leadership to the club.
 - E. Working directly with the Club Advisor to ensure the club is operating within the expectations of the University.
 - F. Acting as the chief spokesperson of the club.
 - G. Establishing an effective relationship with the Club Coordination Council, Student Activities Office, and other University administrative departments.
- Section 4. The duties of the Vice-president shall include:
- A. Assisting the President with the fulfillment of his/her duties.
 - B. Appointing all committee chairs, pursuant to Article VII.
 - C. Providing support for the development of club activities planned by the committees.
 - D. Working with the Treasurer to establish budgets for committees which are created.
- Section 5. The duties of the Treasurer shall include:
- A. Keeping a record of all financial transactions.
 - B. Meeting with the Advisor on a regular basis to review account balances and financial transactions.
 - C. Preparing any and all budgets, financial budget requests/appeals, etc.
 - D. Working with the Vice-president to establish budgets for committees which are created.

- E. Maintaining detailed membership records, including the amount of dues collected from each member.

Section 6. The duties of the Secretary shall include:

- A. Keeping detailed minutes of all meetings.
- B. Coordinating the press relations of the club, including, but not limited to: relations with *The Observer*, *Scholastic Magazine*, flyer/poster approval, and maintaining the Club's web page.
- C. Ensuring that all changes of officers are reported to the appropriate University officials.
- D. Working with the Vice-president to establish budgets for committees which are created.

Article VI. OFFICER ELECTION/IMPEACHMENT

Section 1. All Club Officers shall be elected before March 1 and will serve a term of May 1 - April 30. The time between elections and April 30 shall serve as a transition period for new officers.

Section 2. Officer elections will consist of the following three step process: 1. nominations, 2. elections, 3. run-off elections (if needed)

- A. **Nominations** - Nominations will be held the meeting prior to the scheduled date of elections. Any active club member may nominate a fellow club member to any of the club officer positions, with the exception of the President position. Only members holding a current office or committee chair position shall be eligible to run for the presidency of the **VUCC** -- the President position must be nominated from a current officer or chairperson. Nominations will only be accepted during the meeting prior to elections. Candidates can be nominated for more than one position and they may nominate themselves for a position if they are not nominated by another member.
- B. **Elections** - Elections will consist of each candidate speaking for up to five minutes, followed by up to three minutes of questions and answers from the club membership. Only active members present at the meeting shall cast a vote, and only these votes shall count toward the computation of the 50%+1 required margin for election to office. The order of elections shall be as follows: President, Vice President, Treasurer, Secretary.
- C. **Run-Off Elections** - In the event that no candidate receives at least 50%+1 of the vote of the currently active club members, a run-off election shall be held between the two candidates receiving the most votes.

Section 3. In the event that an officer is judged to be deficient in his/her duties (as decided by a unanimous agreement of the three other club officers and advisor), he/she may be removed by a two-thirds vote of the club's membership. The Advisor shall oversee the impeachment process to ensure a fair and speedy trial.

Article VII. ADVISOR

- Section 1. The Club Officers shall unanimously agree upon and appoint an advisor no later than April 1 to serve a term from May 1 - April 30.
- Section 2. The Club Advisor must be a full-time Valparaiso University faculty member or administrator.
- Section 3. The Club Advisor's duties shall include:
- A. Meeting with the club officers on a regular basis.
 - B. Attending club meetings and club activities.
 - C. Keeping abreast of club issues and intentions.
 - D. Meeting with the Treasurer on a monthly basis to review account balances and financial transactions.
 - E. Assisting with the implementation of an officer transition program.
- Section 4. The Advisor shall be an ex-officio member of the club, and as such, shall not have voting rights.
- Section 5. The Advisor shall have veto power over any decision made by the club which is in direct violation of University policy. This authority shall be used only in circumstances where the club officers knowingly intend to violate University policy.

Article VIII. MEETINGS

- Section 1. The club shall meet at least once per month. A listing of meeting dates shall be established by the Club Officers and shall be posted on the **VUCC** web site no later than September 1.
- Section 2. Only active student members may vote at meetings.
- Section 3. In the event that an emergency meeting of the club needs to be held, the President of the club shall have the authority to call such meetings. All officers must agree in advance to the emergency meeting and at least 24 hours notice must be provided to all active members by sending out both a voicemail and e-mail. Communication of emergency meetings will be the responsibility of the Club Secretary.

Article IX. DISBURSEMENT OF FUNDS

- Section 1. All disbursements of funds must be approved by the Treasurer and Advisor.
- Section 2. Reimbursement for expenditures will only be accepted for members who have retained an original, itemized receipt and a description of the expense incurred.

- Section 3. Any expenditure and/or budget in excess of \$200 must be approved by a majority of the Club Officers.
- Section 4. All financial transactions of the Club to be reimbursed by Student Senate will be managed through the Valparaiso University Student Senate Executive Treasurer.
- Section 5. Only the Club Officers and the Club Advisor shall have the ability to submit funding requests and/or budgets to the Student Senate.

Article X. AMENDMENTS

- Section 1. Amendments may be made to this constitution at any time by a two-thirds vote of the active club membership.
- Section 2. Members interested in proposing amendments to the constitution must submit the proposed amendment to the President no later than ten days before the Club's next meeting.
- Section 3. The proposed amendment shall be presented via e-mail to the active club membership no later than five days before the meeting where the amendment will be debated.
- Section 4. Upon receiving a two-thirds affirmative vote in favor on a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the Student Activities Office for review/approval.

Article XI. AFFILIATION WITH THE NATIONAL ASSOCIATION OF CRUSADER CLUBS (NACC)

- Section 1. The Crusader Club of Valparaiso University is affiliated with the National Association of Crusader Clubs (NACC), a national organization which fosters the development of student-initiated college/university leadership programs.
- Section 2. When in conflict, Valparaiso University policy shall supersede the policy of the National Association of Crusader Clubs.

**This sample constitution was adapted from Notre Dame University's sample club constitution which can be found at:
<http://sao.nd.edu/studentleadership/officerresources/development/sampleconstitution.shtml>.*