

Sample Club Constitution

ARTICLE I. NAME

The name of this organization shall be **Sample Club**

ARTICLE II. DERIVATION OF AUTHORITY

The **Sample Club** shall recognize that it receives its right to function as an Institute Organization from Student Government of the Rochester Institute of Technology in accordance with The Club Guidelines and The Student Government Constitution.

ARTICLE III. PURPOSE

The purpose of the organization is to **Sample repeatedly.**

ARTICLE IV. RIGHTS AND RESPONSIBILITIES

- Section 1. The **Sample Club** has a right to pursue any activities in achieving its stated goals and/or purpose, as long as those activities are not in violation of any rules and regulations of Student Government and the Rochester Institute of Technology.
- Section 2. The **Sample Club** shall have at least one member of the Executive Board, or other responsible party present at each regularly scheduled club meeting.
- Section 3. The **Sample Club** shall strictly adhere to all the rules and regulations of Student Government and the Rochester Institute of Technology.
- Section 4. The **Sample Club** has the right to obtain a seat on the Club Review Board, in accordance with the policies of the Student Government Club Guidelines.

ARTICLE V. MEMBERSHIP

- Section 1. Membership is open to regularly enrolled undergraduates, post graduates, faculty, staff and night students, in good standing with the Institute and who meet and fill requirements based on **sampling techniques.**
- Section 2. Active members shall be those in good standing and who have met the qualifications set forth in the Student Government Club Guidelines. Only active members are eligible to vote.

- Section 3. A member in good standing shall be an active member who has consistently attended **sampling activities**. Only members in good standing shall be eligible to vote.
- Section 4. A member may resign by submitting the intention in writing to the President and **Director**. The resignation shall be read to the members at the next business meeting, although it becomes effective upon submission.
- Section 5. A member shall be declared inactive if he (she) misses without excuse from the director any three sampling sessions.

ARTICLE VI. OFFICERS

- Section 1. The **duties** of the officers in this organization shall be in order of rank: President, Vice-President, Treasure, and Secretary. Though the **Sample Club** may choose to rename these positions.
- Section 2. Qualifications for office shall be to maintain good academic standing as defined by R.I.T. (not on academic probation). In order to be nominated for office, member must have been active in the club during the previous quarter (not including summer quarter).
- Section 3. The officers shall be elected in the manner provided in the constitution and shall serve one calendar year beginning after elections. Officers are eligible for re-election.
- Section 4. No officer may hold more than one office simultaneously.
- Section 5. An officer may resign from office by submitting the intention in writing to the Executive Board. The resignation becomes effective upon submission to the Executive Board. Upon resignation, the Coordinator of club affairs must be informed.

ARTICLE VII. ADVISORS

- Section 1. There shall be at least one club advisor.
- Section 2. Nominations for an advisor shall come from the floor, by any active member, the meeting after the officer election.
- Section 3. The election of an advisor shall take place at the next business meeting, a simple majority necessary, and a quorum being present.
- Section 4. Only R.I.T. staff and faculty are qualified to become an advisor, unless with permission of the Coordinator of Club Affairs and or the Club Review Board.

Section 5. Upon resignation, the Coordinator of Club Affairs must be informed.

Section 6. The duty of the advisor shall be to insure that the club follows Institute rules and regulations.

ARTICLE VIII. DUTIES OF OFFICERS

Section 1. President:

- A. Preside over all regular and special meeting of the organization.
- B. Exercise general supervision over regular club activities.
- C. Appoint all committees, regular or special.
- D. Preside over the executive Board.
- E. Shall attend or send an alternative member all monthly general club meetings.

Section 2. Vice-President:

- A. Take over the duties of the President in the temporary absence of the President.
- B. Be an ex-officio member of all committees within the club.

Section 3. Treasurer:

- A. Take over the duties of the Vice-President or Secretary in the absence of either, or both.
- B. Supervise all financial transactions of the organization and keep all financial records.
- C. Maintain regular contact with the Secretary of Finance of Student Government.

Section 4. Secretary:

- A. The Secretary shall take over the duties of the Treasurer in the temporary absence of the Treasurer.
- B. The Secretary shall keep an accurate roll of members and keep the minutes of all meetings.
- C. The Secretary shall be responsible for maintaining and updating all paperwork with Student Government.

ARTICLE IX. EXECUTIVE BOARD

Section 1. The management of this organization shall be vested in the Executive board.

- Section 2. The Executive Board shall be composed of the President, Vice-President, Treasurer, Secretary, and Advisors or equivalent titles if appropriate.
- Section 3. The Executive Board shall meet as needed and report to the members at the following business meetings.
- Section 4. The Executive Board shall fill any permanent vacancy of office by appointment, excepting the Presidency.
- Section 5. In the case of a permanent vacancy in the office of the Presidency, a special election shall be held in the manner of annual elections AS SET FORTH IN THE CONSTITUTION.

ARTICLE X. MEETINGS

- Section 1. Meetings shall be called as needed (or at least once a month) at a time and place determined by the Executive Board.
- Section 2. The Annual meeting shall take place the during spring quarter. After the annual meeting annual reports to Student Government **shall** be presented.
- Section 3. Special meetings may be called by the president upon 24 hours written notice to the members.
- Section 4. In order for any business to take place at a meeting, a quorum shall be presumed unless challenged from the floor by a member in good standing.

ARTICLE XI. ELECTIONS

- Section 1. Elections shall take place as needed.
- Section 2. Nominations for office shall be made from the floor at the meeting prior to the annual meeting by any member in good standing. A person may be nominated for more than one office.
- Section 3. The order of election shall be President, Vice-President, Treasure, and Secretary.
- Section 4. Votes shall be cast by secret ballot.
- Section 5. A voting quorum shall consist of one more than half the voting members.
- Section 6. Induction of new officers shall take place at the meeting after elections.

ARTICLE XII. IMPEACHMENT

- Section 1. Any officer of this organization can be impeached.
- Section 2. Impeachment may be initiated by petition, in writing, by 25% or more of the active members, when presented to the members in a regular meeting.
- Section 3. At the next meeting the accuser (members signing petition) and accuse' (officer) shall present their case to the members. After both cases are heard, a written vote shall be taken.
- Section 4. Conviction of impeachment shall require a 2/3 vote by the members in good standing present, a quorum being present.
- Section 5. Conviction of impeachment shall cause removal from office and loss of all privileges thereof.
- Section 6. The filling of an office vacated by impeachment shall be by a special election held in the manner of annual elections.

ARTICLE XIII. AMENDMENTS

- Section 1. An amendment to this constitution may be proposed by any member in good standing, in writing, at any business meeting. There must be copies of the amendment made for all members.
- Section 2. The proposed amendment shall require a 2/3 affirmative vote of all members in good standing present.
- Section 4. Before the proposed amendment shall become operational it must be approved by the Coordinator of Club Affairs.

ARTICLE XIV. BY-LAWS

- Section 1. Although it is recommended that written copies be handed out to all members, By-laws of this organization can be proposed verbally at any meeting by any member in good standing.
- Section 2. An immediate vote, after discussion, shall be taken by a show of hands and a simple majority is necessary for passage, a quorum being present.
- Section 3. By-Laws do not require the approval of the Department of Club Affairs.
- Section 4. There will be no hazing of any kind within this organization in accordance with the New York State Hazing Laws.

ARTICLE XV. PARLIAMENTARY AUTHORITY

Section 1. The parliamentary authority of this organization shall be its Constitution and By-Laws. The latest edition of Robert's Rules of Order shall be the parliamentary authority of all matters not covered in the Constitution or By-Laws.

ARTICLE XVI. HAZING

Section 1. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with this chapter, as well as any action intended to subject a member of the R.I.T. community to personal humiliation is prohibited.

Section 2. HAZING IN THE FIRST DEGREE (d120.16)

A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or third person and thereby causes such injury.

Hazing in the first degree is a Class A Misdemeanor.

Effective date: November first, nineteen hundred eighty eight.

Section 3. HAZING IN THE SECOND DEGREE (d120.17)

A person is guilty of hazing in the second degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or third person.

Hazing in the second degree is a violation.

Effective date: November first, nineteen hundred eighty eight.