

## Constitution of

### Article I Name

The name of this organization will be

### Article II Purpose

The purpose of this organization is to provide Florida Gateway College students with the opportunity to

### Article III Membership

- A. The membership to this organization shall be open to
- B. The club will not discriminate against any student on the basis of race, color, religion, sex, national origin, creed, age, disability, marital status, political opinions or affiliations, or veteran status.
- C. Dues (if applicable):
  - 1. The amount of      will be charged every semester/year for membership dues.
  - 2. The monies will be paid the first month of the semester the student becomes a member.
- D. Membership allows one vote. Membership will be renewed by registration and dues (if applicable) at the beginning of each semester/school year.
- E. A quorum of membership for voting purposes shall be reached when a majority of members are present. The quorum shall be      plus one. (groups may decide quorum; varies from 1/3 to 2/3 of membership.)
- F. Removal of Members :
  - 1. Grounds for removal of members include:
    - a. Violation of College Policy
    - b. Violation of the Student Code of Conduct
  - 2. A member may be removed by the following process:
    - 1. A petition shall be submitted to the organization President containing the signatures of at least 20% of the voting members. When such petition is received, the President shall call a meeting of the organization to decide upon removal.
    - 2. The grounds for removal are to be presented by the President at a regular or special meeting of the organization.

3. The member in question shall be provided one week to present a defense either in person or in writing.
4. A 2/3 majority vote of the voting membership shall decide upon removal, with voting not occurring sooner than one week after the presentation of the grounds and defense have been made. There must be a quorum for the vote of removal.
5. Votes will be counted by the organization's advisor, the highest ranking organization's officer, and a voting member.

#### **Article IV Officers and Duties**

The officers of this organization shall be President, Vice President, Secretary, Treasurer, and Representative. (And or other officers your club sees fit.)

##### **A. Duties of the President**

1. Be chief executive of the organization
2. Preside over meetings of the organization
3. Enforce the constitution of the organization
4. Call special meeting of the organization
5. Appoint committee heads
6. Meet (number of times) with the advisor
7. Attend SGA leadership workshops
8. Attend SGA Legislative forum
- 9.

##### **B. Duties of the Vice President**

1. Preside over meeting in the absence of the President
2. Assume Presidential office upon vacancy
3. Meet monthly with the advisor
4. Attend SGA teambuilding workshops
- 5.

##### **C. Duties of the Secretary**

1. Keep records of all organizational meetings
2. Maintain the membership roster

3. Take roll
  4. Take meeting minutes and disseminate for approval at next meeting
  - 5.
- D. Duties of the Treasurer
1. Keep accurate record of organizational account
  2. Prepare and present budget at organizational meetings
  - 3.
  - 4.
  - 5.
- E. Duties of Representative
1. Attend all monthly Legislative Assemblies
  2. Report to organization on Legislative business
  3. Report to assembly happenings of organization
  - 4.
  - 5.

#### **Article V Officer Qualification**

- A. Regularly enrolled students in Florida Gateway College who (state specific qualifications if any) are eligible for membership.
- B. Members who are in good standing
- C. Students who have maintained a \_\_\_\_GPA or above at the time of the organizations elections. Incoming freshman shall be exempt from the requirement for the first academic semester in office.
- D. All officers shall maintain a \_\_\_\_ GPA in order to retain their position.

#### **Article VI Officer Elections**

- A. Elections shall be held (semester, date, time)
- B. All members in good standing shall be entitled to a vote
- C. Voting shall be by secret ballot
- D. Potential officers shall be nominated by an organizational member who is in good standing

- E. Officer nomination shall take place up to one week prior to elections
- F. Votes shall be counted by the organization advisor and
- G. Installation of new officers shall take place

#### **Article VII Vacancy of Office**

- A. President –In the event that the President position becomes vacant, such vacancy shall be filled by the succession of the Vice President.
- B. In the event that the position of Vice President, Secretary, Treasurer, or Representative becomes vacant (choose one) the members elect a new officer or the President appoints the officer and the members will need to approve.

#### **Article VIII Removal of Officers**

- A. Grounds for removal of an officer
  - 1. Violation of College policy
  - 2. Violation of Student Code of Conduct
  - 3. Failure to perform the duties of the office as set forth in the constitution and bylaws of the organization
  - 4. Failure to uphold the provisions of this constitution and bylaws
  - 5.
  - 6.
- B. Process for removal
  - 1. A petition to remove the officer in question must be submitted to a club officer. Such position must contain the signatures of at least 20% of the voting members of the organizations. When such a petition is received the officer shall call a meeting of the organization to decide upon removal.
  - 2. The grounds for removal are to be presented by the officer in charge at a regular or special meeting of the organizations.
  - 3. The officer in question shall be provided one week to present a defense either in person or in writing.
  - 4. A 2/3 majority vote of the voting membership shall decide upon removal, with voting not to occur more than one week after the presentation of the grounds and defense have been made. There must be a quorum for the vote of removal.
  - 5. The vote will be counted by the organization advisor, the highest ranking officer according to the order of ascension, and a voting member of the organization.

## **Article IX Advisor**

1. This organization will have at least one member of the College faculty, staff, or administrator serve as an advisor.
2. The duties and responsibilities of the Advisor(s)
  - a. Be available to all members for consultation, advice, counsel, and as a resource
  - b. Meet (weekly/bi-weekly) with President
  - c. Sign appropriate budget/event paperwork
  - d. Be familiar with College rules and Student Life policies pertaining to student organizations
  - e. Attend organization meetings and activities
  - f. Perform eligibility checks on all officers and members, and inform ineligible members of their status
  - g. Remove ineligible officers and members from their position
  - h. Keep open lines of communication with the Student Life office on matters of concern regarding the organization
3. Advisor Selection
  - a. The executive board will meet with prospective advisors and make a recommendation to the general membership
  - b. The general membership will confirm the advisor(s) by a majority vote
4. Removal of Advisor(s)
  - a. The general membership may remove an advisor by a majority
  - b. A petition must be signed by at least \_\_\_\_% of the voting members of the organization. The petition must be turned in to the Director of Student Life.
  - c. This vote may not take place until one week after the petition is received by the Director of Student Life.
  - d. The votes of removal will be counted by the Director of Student Life, the organization President, and a member of the organization.

## **Article X Revisions**

1. Revisions to this constitution must be proposed in writing by the Director of Student Life, organization officers, or a petition representing 20% of the voting members of the organization

2. The revisions must be approved by 2/3 of the voting members
3. A quorum must be present
4. Votes will be counted by the organization's advisor, the highest ranking organization's officer, and a voting member.

**Article XI Affiliations**

1. This section of the constitution should indicate whether or not the group is affiliated with any state, regional, or national association, and whether members will have to pay them dues.

**Article XII Miscellaneous**

1. Hierarchy of Law –The provisions of this constitution are governed by and subordinate to the constitution and laws of the State of Florida as well as the policies of the Board of Trustees, Florida Gateway College, and the Student Government Constitution.

**Authorized signatures:**

\_\_\_\_\_  
**Organization President**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Organization's Advisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of Student Life**

\_\_\_\_\_  
**Date**