**The Undergraduate Student Government**

**of**

**The City College of New York**

**Model Constitution**

*This model constitution is a guide for you to use when preparing a constitution for your organization if you are seeking official City College Undergraduate Student Government Recognition.*

*A Constitution, besides stating the purpose and structure of an organization, is the basic ground rules by which the members agree to function. It tells both the officers and the members what their respective duties and rights are. Some groups are complex in both scope and structure and need complex constitutions; other groups require only a series of simple statements.*

**Statements that are underlined must be included in the constitutions of all City College student clubs/organizations (*excluding this one*).**

**Title**

Constitution of the of the City College of the City University of New York.

**Preamble**

*The preamble is a statement of purpose for your organization that may include general goals, functions, and purpose. It may include the principles or beliefs to which your club/organization may adhere...*

*This section is optional.*

**Article I - Name**

*The club/organization should adopt a name which, allowing for creativity, accurately and honestly describes itself. The name should be unique to the organization unless it is an affiliation or chapter of a national organization.*

**Section 1. The name of this organization should include the City College of New York.**

 Section 2. State if the organization is affiliated with any off-campus group.

**Article II – Purpose, Power, and Scope**

1. **Specific** and detailed purposes of the organization should be stated here.
2. The club/organization should state whether is specifically, to enhance educational, social cultural opportunities in the City College community.
3. A statement that all activities of the club/organization are both legal and **non-profit in nature** must also appear.
4. ***Any affiliations outside the City College should be disclosed here.***

**Section 1. The purpose of this club/organization shall be**....

**Section 2. These purposes shall be** achieved by...

**We accept and understand that under the authority granted by the Board of Trustees, as** **specified in the Board of Higher Education By-Laws Article 15.2, the Undergraduate Student** **Government legislative decisions shall take precedence over those of this and any other student** **club/organization.**

**Article III -- Membership**

**Section 1. Qualifications**

1. **All members of the club/organization must be students attending the City College of New York.**
2. **No person shall be denied membership in this club/organization because of** **race, color, sex, handicap, national origin, religious affiliation or belief.**
3. (*State whatever other qualifications the group may require, e.g., a particular class standing, academic average, course of study, etc*.)
4. **All expulsions may be appealed by the expelled member to the Undergraduate Student Government, but until the appeal is decided, the member shall not enjoy the rights nor privileges of membership.**

**Section 2.** **Method of becoming a member**

1. **To become a member, a person must adhere to Article II Section 1,** and must pay the required dues (if any) and attend a certain number of meetings. **The number of persons who may be members shall not be limited**. (*State any other requirements the group may have.*)
2. Dues shall be a maximum of (*state amount*) per semester. (*Note: It's better to state a maximum rather than the actual amount so that the constitution doesn't have to be changed very often.*)

**Article IV -- Officers, Elections, Tenure and** **Faculty Advisor**

**Section 1. Officers**

1. The officers of this organization shall be.... (*President, Vice President, Treasurer, Secretary, etc*.)
2. *State if there are any qualifications a member must have to be eligible for holding office.*
3. The President shall... (e.g. preside at all meetings, appoint committee chairperson, etc.) **be a member of the Council of the student dub/organizations or his/her designee** **which should be submitted in writing to the Undergraduate Student Government**
4. The Vice-President shall ... (e.g. assume the duties of President in the absence of the President, etc.)
5. The Treasurer shall collect all dues, maintain whatever account may exist in the SSC Business Office (NAC 1/210A), and **shall be responsible for filing the budget requests with the** **Undergraduate Student Government. He/She shall periodically give an account of the club/organization’s** **finances to the membership, and the Finance Committee of the Undergraduate Student Government upon** **notice of request.**
6. The Secretary shall... (E.g., take minutes, handle all correspondence, etc.) **forward a** **copy of all approved minutes to the Undergraduate Student Government**
7. *State the duties of any other officers.*
8. *If there is an Executive Committee or Governing Board, state its composition and function.*
9. *The group might wish to state the names of its standing committees, whether they are elected or appointed, and by whom.*

**Section 2. Elections, Tenure**

1. **Elections shall be held.... in the Spring Semester.**
2. *State how candidates are elected (e.g., By simple majority of those present and voting, by majority of the total membership, the one with most votes, etc.)*
3. *If the group wishes to remove an officer for not doing his job, state the procedure and the vote required.*
4. **Tenure**
	1. **The Tenure shall be one (1) year. The new officers shall take office at the** **conclusion of a meeting to be held on a weekday of the last full week before Spring final** **examinations (or before.)**

**Section 3. Faculty Advisor**

1. **A Faculty Advisor shall be elected at the elections meeting of the Spring semester.**

**Article V -- Meeting and Quorum, Rules of Order**

*The number of meetings cannot be less than two, and provision to call additional meetings, by the vote of either the membership or the governing board, shall be stated in this section.*

**Section 1. Meeting**

**This club/organization shall meet** at least.... (State the minimum number per semester, month, etc.)

**Section 2. Quorum**

(*The specific percentage used should not be more than 51%; ideally it should represent the interest of the majority, but small enough to enable members to conduct business efficiently.)*

**A quorum consisting** **of two officers plus…** (*state the number or percentage of members in good standing necessary for the transaction of any business*.)

**Section 3. Rules of Order**

* 1. Who is eligible to vote should be specified.

**All parliamentary questions not determined by the constitution, or these By-Laws shall be decided according to Robert's Rules of Order Revised**

**Article VI -- Amendment Procedures**

*A constitution that has to be changed very often was not worth much to begin with. The procedure, therefore, is usually not an easy one.*

**All amendments to this constitution shall require at least two-thirds affirmative vote of** **the membership. Amendments shall be proposed at one regular membership meeting at least one week later, or through majority vote for a special meeting. They shall take effect only upon approval by the Undergraduate Student Senate.**

**Article VII -- Dissolution of the Club/Organization**

**Section 1.**

**In the event of dissolution of this club/organization, all accrued funds and** **assets generated from student activity fees shall be returned to the Undergraduate Student Government.**

All funds and assets not generated from student activity fees (e.g. shall be donated to a particular charity or to the City College Library for the purchase of books on a particular subject or to....