

College of Staten Island Office of Student Life
TEMPLATE FOR A STUDENT CLUB CONSTITUTION

Language printed in *italics* below is explanatory and should be deleted before finalizing the document. Everything else, in plain print, should be included in the actual text of the constitution.

**CONSTITUTION OF THE [Name of Organization]
AT THE COLLEGE OF STATEN ISLAND OF THE
CITY UNIVERSITY OF NEW YORK**

Article I Name:

The name of the organization shall be [Name of Organization].

The name under which you charter is specific or local to the College of Staten Island. You should not charter an organization under any name that is used by or may be confused with any group off-campus. Any exceptions to this should be discussed with the Office of Student Life prior to beginning the chartering process. (If affiliated with an outside group, a charter of the affiliated outside group must accompany this constitution).

Article II Purpose: *(It is advisable to state the purpose in general terms.)*

Section 1 *State the purposes of the organization (remember all Club activities must relate to the purposes of your organization).*

Section 2 *State how the organization proposes to achieve the purposes (such as through lecture, forums, study groups, etc.).*

Article III Membership:

Section 1 Membership is open to all CSI students. All members must be currently registered students at the College of Staten Island.

(Alumni, faculty, staff, and members of the general community cannot be members of chartered organizations, although their participation in club activities is welcome.)

Prospective members must subscribe to or be interested in the purpose of this organization.

Section 2 Membership in the [Name of Organization] may not be denied on the basis of to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

Section 3 A person may become a voting member by attending regularly scheduled meetings and events.

Article IV Officers/Election and Committee Structure

Section 1 Officers

- a. There shall be a **president** who shall:
 - preside at all club meetings
 - provide oversight to all events/activities of the organization, delegating as needed.
 - serve as representative for the club at Club Council Meetings or designate another officer to serve in this role.
 - Maintain regular communication with Office of Student Life, Student Government, club advisor, officers and membership
 - Work with the Office of Student Life to verify all officers complete required trainings including SPARC, Budget workshops, etc.
- b. There shall be a **vice-president** who shall
 - assume the duties of the President
 - assist the Treasurer with managing the club budget
 - oversee club committees
 - assist President in overseeing all events/activities of the club.
- c. There shall be a **treasurer** who shall be responsible for
 - process club purchase requests
 - keep records of all Club expenditures, including making sure all vouchers are processed.
 - oversee all club fundraisers, including depositing all funds collected by the club with the CSI Association
 - attend an annual Budget Workshop and other budget trainings as required.
- d. There shall be a **secretary** who shall
 - take minutes and attendance at all meeting
 - upload minutes to CSI Connect and email minutes to Office of Student Life
 - maintain an up-to-date membership roster on CSI Connect.
 - handle all correspondence on behalf of the club (email, texts, social media).

Note: No one is allowed to hold more than one position within this club or any other club.

Section 2. **Election of Officers:**

Elections will be held in late April/early May. An officer will be elected by receiving a majority vote from the present membership. Elections may be held by show of hands, roll call or a ballot. Candidates must be present at the election meeting. The Club Faculty Advisor should be present at the time of election of officers.

Section 3. **Term of office:**

Term of office for elected officers will be one year (June 1st/May 30th). An officer may choose to run for another term. If an officer is unable to complete

their term of office a new election shall be held to fill the vacant position. In cases, of the President, the Vice President will assume the duties of the President and an election for Vice President will be held.

- Section 4: **Eligibility to serve as an officer:**
- a. Officers must be currently enrolled students at the College for the full term of office.
 - b. They must be in good academic standing maintaining a 2.0 cumulative GPA or better.
 - c. They must submit a Student Leader Position Acceptance form and complete NYS mandated sexual misconduct training. Clubs will not receive or maintain recognition until all elected officers complete this process.

- Section 5: Removal from office:**
- If an officer does not fulfil their duties as outlined in Article IV Section 1. The membership may request that the officer step down from their duties. The Club Advisor should serve as a non-voting mediator for these proceedings.
- a. The officer should be given notice of concerns raised by the membership (verbal and written communication).
 - b. The officer should be given opportunity to resign from their role or to present reasoning to the full membership on why they should be able to continue in their role.
 - c. The membership shall upon hearing the officers reasoning cast a 2/3 vote to determine if that officer should be removed from office.
 - d. If an officer is resigns or is removed from office a new vote to fill the vacated position should be held at the next official meeting of the club.

Section 6. *List all standing committees, their functions, and how they will be organized. Example: Marketing Committee: Committee is responsible for maintaining all club social media accounts, coordinating tabling at involvement and club fairs, creating flyers and other materials to promote the club and club activities to the general student body.*

Section 7. *Standing Committees may be created by the President of the club in consultation with the membership. The goal of a standing committee is to coordinate or serve as a working group for specific projects or initiatives of the club.*

The chair of the standing committee may be appointed by the President, unless the membership requests an election be held. Membership on a standing committee is open to any member who is interested in serving.

Article V Meetings

Section 1 This organization shall hold regular meetings of the club. At least one business meeting should be held per month. A business meeting is defined as an official publicly advertised meeting with quorum present and minutes recorded.

Club meetings must be held on campus, advertised a minimum of 48 business hours in advance of the meeting, and open to anyone who wants to attend.

Section 2 **Quorum:** A simple majority of the membership is required to conduct business (half plus one), or a minimum of 6 current members.

Section 3 Robert's Rules of Order shall govern meetings in all cases except when in conflict with this constitution and with general College regulations.

Article VI Amendment Procedure

Section 1 An amendment to this constitution shall be introduced by any voting member and submitted to the Secretary in writing at a regular business meeting.

Section 2 The membership shall be notified about the proposed amendment at least one week prior to a vote on the proposed amendment. A 2/3 vote of the voting membership is required to pass an amendment. The Office of Student Life and the Student Government Club Commission must approve all amendments.

Article VII Ratification

Section 1 Ratification of this constitution shall follow the procedures in Article VI- Section 2 of this document.

Article VIII Regulations

Section 1: [*Name of Organization*] agrees to abide by the policies of the College of Staten Island as well as all federal, state and local laws. Any changes to this constitution and/or bylaws will follow in word and spirit, all College of Staten Island policies and all federal, state and local laws.

Section 2: It is the responsibility of the [*Name of Organization*] to keep both the Student Government office and the Office of Student Life informed of all changes in the constitution, as well as updating officer and membership information each semester.

Additional Notes

1. All recognized groups must comply with the general College regulations concerning student organizations.
2. Enough copies of this constitution should be printed for distribution to all members, your Faculty/Staff Advisor, the Student Government, and the Office of Student Life.