

CONSTITUTION TEMPLATE

This is a sample constitution. Feel free to tailor it to your organization.

The statements in bold are required word for word.

****The statements in parenthesis, bolded, and italicized are explanations for the example above it.***

**Constitution for the George P. Burdell Society at Georgia Tech
Created August 30, 2000
Revised May 17, 2002**

Article I – Name

Section I. This organization will be known as the George P. Burdell Society (A Georgia Tech Student Organization). Hereafter referred to as GPBS.

****(Organizations cannot have Georgia Tech in the name and (A Georgia Tech Student Organization) or “at Georgia Tech” must follow the name.***

Article II – Purpose

The purpose of the GPBS is to:

1. Uphold the traditions of the Georgia Institute of Technology.
2. Improve relations between students and the administration.
3. Fight the good fight against “Dawgs,” and undermine their evil intentions.

(The purpose of the organization must be stated. When applicable, cultural organizations should establish whether they will deal with political, social, or advocacy issues. Many organizations have run into problems when this is not established.)

Article III - Membership

- A. All members of the GPBS will Georgia Tech students who meet eligibility requirements for participation in extra-curricular activities as stated in the GT Catalog and SGA policies. Only Georgia Tech students can vote or hold office.**
- B. Associate members are GT faculty, staff, or alumni and their spouses who are interested in the organization. They may not vote or hold office**

(Must classify whether all GT students or just undergraduate, or just graduate. If the organization is accepting members that are alumni or

faculty/ staff or their spouses, must specify that only GT students can vote or hold office)

- C. There will be no maximum number of members.
- D. Membership will take effect when an interested party signs up on the membership roster and pays all dues.

(Establish how and when a person becomes a member. Some options are: apply, sign up, interview process, etc.)

Article IV – Officers

Section I. Only GT students eligible according to the GT Catalog can hold or run for office and they must already be a member of the organization.

**(Must stipulate that officers must meet eligibility requirements as defined by the GT Catalog.)*

**(Must have at least one officer for the organization. The following officer positions and descriptions are typical)*

Section II. The duties of the Executive Committee will be as follows:

- A. President: The President will be the executive officer of the Executive Committee and will have general supervision of the affairs of the GPBS and will preside at all meetings. The President will represent the GPBS at all conferences, conventions and faculty or alumni meetings
- B. Vice-President: The VP will be the junior executive officer and will act on the behalf of the President in the event of his/her absence.
- C. Secretary: The Secretary will record the proceedings of each meeting and distribute the minutes to the members.
- D. Treasurer: The Treasurer will maintain records of all expenditures and ensure that generally accepted accounting practices and monetary controls are in place.

**(Must define the responsibilities of the officers)*

Section III. Officers will be elected in the following manner:

- A. The elections for officers for the forthcoming year will take place no later than March 1 of each year.

**(It is recommended that elections take place in Spring semester. That way there is time for officer transition and there will be an officer in place during the summer.)*

- B. Any student member of the GPBS may campaign or be nominated for any position on the Executive Committee. The candidate names will be emailed out to the list to be voted on at the following meeting.

****(If you do not specifically state that candidates must already be members of the organization then anyone can come in and run for office. This could be detrimental to an organization.)***

****(You can either do elections through nominations or by self-nominating.)***

- C. The candidate for each office receiving a majority vote of members at the elections meeting will be considered the victor. If no candidate receives a majority vote, then there will be a run-off between the two candidates with the most votes. The candidate who receives the most votes will be the victor.

****(You can avoid having to do a run-off by stating that the candidate with the most votes is elected.)***

****(Voting can also be done by email. If you use this method you would need to stipulate that the vote needed is majority or the most votes of those emailed, otherwise you will need to get your entire roster to vote and you will never have a majority. You would also need to stipulate how long the voting period will last)***

****(Officers, except the President, can be appointed by the President instead of elected. If this is the process you want to use, you must state it in the constitution)***

- D. New officers take office at the last meeting of the semester.

****(Need to determine when officers change. Should allow time for transition, but need to make sure that there is no lag time between officers.)***

Section IV. Officers shall be removed in this manner:

- A. If an officer fails to maintain Institute requirements for holding office (good standing, for example), he or she shall resign immediately.
- B. If it is believed that an officer is not fulfilling his or her constitutional duties, then a petition requesting his or her removal must be signed by at least half of the voting membership and presented at a general meeting. Then, upon verification of the validity of the petition, by the advisor, and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case.
- C. The Faculty Advisor, if appropriate, shall preside over the removal hearing. After all arguments have been heard, a secret-ballot vote shall be held. If at least two-thirds of the voting members present vote for removal, the officer shall be removed immediately.

****(This is a typical way of conducting the removal process. Variations may be used, however, it must be fair, allow the officer to defend him/herself, and stipulate what vote it takes)***

D. If the President is removed or resigns, the Vice-President will take his/her place in the interim. All other officers will be nominated by the membership and voted on in accordance with regular election procedures.

****(Must stipulate how the officers will be replaced.)***

Article V – Advisor

Section I. A full time GT faculty or staff member will serve as advisor to the organization.

Section II. Nominations for advisor will take place within the Executive Board. The Executive Board will choose the advisor and invite him/her to serve as advisor for the next academic year.

Section III. During Officer Elections, the organization will vote on whether to continue the Advisor appointment or not. The vote must be 2/3rd majority of those voting in order to retain the Advisor for the next academic year.

Section III. The duties of Advisor include: meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, and Georgia Tech policy.

Section IV. The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisor. If there is a majority vote, then the Advisor will be removed.

Section V. If an Advisor steps down or is removed, the Executive Board will follow the process stated in Article V Section II.

****(This is a typical process, however organizations are free to develop their own process)***

****(Organizations must state the procedures for selecting, removing, and the length of term for advisors)***

Article VI - Dues

Dues will be determined at the beginning of the year by the Executive committee and voted on by the membership but will not be less than the required amount designated by SGA. To be paid by the third week of the semester or by the second week of membership.

Or:

The Executive Board will set the amount of Dues in the beginning of Fall semester. Dues shall be no less than \$8 a semester for each member. To be paid by the third week of the semester or by the second week of membership.

**(SGA requires dues to be set at a minimum of \$8/semester or \$15 a year in order to get a budget)*

Article VII – Parliamentary Procedure

Section I. Robert’s Rules of Order will govern all meetings.

**(This means that anything not stipulated in the constitution will revert to Robert’s Rules)*

Article VIII – Constitutional Amendments

Section I. Amendments to the constitution shall be submitted to the Executive Committee in writing for consideration. A reading or email of the proposed amendment(s) will be required prior to submitting the amendment to a vote.

Section II. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any proposed change in the constitution.

Section IV. A two-thirds vote of quorum of members present will be required for adoption.

Section III. Amendments are subject to the approval by the Student Government Association and the Student Activities Committee.

**(There are variations of how this process is completed, however there must be at least two weeks notification before a vote takes place and the approval of SGA and SAC are required).*