

# **Sample Constitution #1**

## ***Constitution of the Computer Science Club***

### **ARTICLE I- GENERAL**

- Section 1: The official name of this organization shall be the *Computer Science Club*.
- Section 2: The club shall operate as a non-profit organization.
- Section 3: The club shall abide by the applicable rules and policies of the University of Minnesota pertaining to student organizations.
- Section 4: This organization shall exist for the following purposes:
- a. To provide a forum for speakers to make presentations of timely interest to members on contemporary aspects of computer science.
  - b. To provide a support group for students majority in computer science, including offering tutoring in various program languages.
  - c. To schedule visits and field trips to companies in the computer industry.
  - d. To provide social activities and events for the membership.

### **ARTICLE II - MEMBERSHIP/IMPEACHMENT**

- Section 1: Voting membership is open to all students, faculty and staff at the University of Minnesota.
- Section 2: No more than 1/3 of the voting membership shall consist of non-students.
- Section 3: Membership is open to all students without regard to race, religion, color, sex, national origin, disability, age, veteran status, creed, marital status, public assistance status, or sexual orientation.
- Section 4: To become a member, one must fill out the membership application form and return it to the secretary of the club.
- Section 5: Any member/officer may be impeached for misconduct (to be defined by the group (for example - failure to perform duties, attendance, misuse of funds, etc.) The member/officer shall be given a seven day notice and an opportunity to defend him/herself. This impeachment vote shall require a 2/3 majority vote.

### **ARTICLE III - OFFICERS**

- Section 1: The officers of this club shall consist of President, Vice President, Secretary and Treasurer.
- Section 2: All officers must be currently enrolled students at the University of Minnesota and registered for at least six credits. Exceptions to the

requirement are permitted for graduate students upon receipt of a letter from the Director of Graduate Studies of the student's department certifying that the student is actively pursuing a degree.

Section 3: Officers shall be selected during the May meetings and shall serve for a period of one year. Officers shall be elected by plurality of the voting members present providing a quorum is present.

Section 4: The duties of the officers are as follows:

- a. President - Preside over all meetings of the club and serve as Chairperson of the Executive Committee. Act as official representative of the club at other meetings and events.
- b. Vice President - Preside at meetings of the club and the Executive Committee in the absence of the president. Succeed the president if the president were unable to complete his/her term of office. Coordinator of committees.
- c. Secretary - Record and produce minutes of all meetings. Handle the club's correspondence.
- d. Treasurer - Handle all financial transactions of the club. Maintain thorough and accurate records of all transactions. Produce financial reports as required by the club.

#### **ARTICLE IV – COMMITTEES**

Section 1: The standing committee of this club shall be:

- a. Executive Committee - Consists of the elected officers and chair persons of all committees. Sets meeting dates for the club. Sets membership dues with approval of the membership. Determines committee assignments. Acts on behalf of the club during the summer.
- b. Program Committee - Handles all planning and arrangements for guest speaker programs and field trips.
- c. Social Committee - Handles all planning and arrangements for social events held by the club.

Section 2: Special committees may be established to carry out special assignments.

#### **ARTICLE V – MEETING**

Section 1: A regular meeting shall be held once each month during the academic year. A special meeting may be called by the Executive Committee or by a petition of ten percent of the voting membership.

Section 2: A quorum shall be present in order to conduct official business of the club. A quorum shall consist of 2/3 of the Executive Committee and/or 50% of the voting membership plus one.

Section 3: Decisions of the club shall be enacted by a majority vote of the voting membership plus one, unless otherwise stated in this constitution.

**ARTICLE VI - FINANCIAL MATTERS**

- Section 1: The club shall not provide monetary gain, incidentally or otherwise to its directors or membership. This does not restrict the payment of wages, salaries or incentives by the club for services rendered.
- Section 2: Unless otherwise specified by the membership at the time of dissolution of the organization, residual assets shall be distributed to the following organizations according to the proportions below:
- Computer Science Department (U of M) 50%
  - U of M Computer Center 50%

**ARTICLE VII - BY-LAWS**

- Section 1: By-Laws may be proposed by the membership and may be adopted by a majority vote of those present at the meeting when a quorum is present.

**ARTICLE VIII – AMENDMENTS**

- Section 1: Amendments to the constitution may be proposed by any member of the club. Such proposals shall be submitted in writing to the Executive Committee for a first reading to the membership at the regular meeting prior to the meeting at which the proposed amendment is to be voted on.
- Section 2: Duty proposed amendments shall be submitted to a vote of the voting members providing a quorum is present. A 2/3 majority vote in favor shall be required for adoption of such amendments.

**Constitution ratified: (month, day, year)** \_\_\_\_\_

<b>Officer</b> _____	<b>Date</b> _____
<b>Officer</b> _____	<b>Date</b> _____
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