

Student Organization Constitution Template

All student organizations are required to have a constitution. The following constitution template is provided as a guide in creating a new constitution. Questions regarding constitutions should be directed to the Assistant Director of Leadership and Civic Engagement, Jessica Combess at jcombess@coastal.edu or 843-349-2656.

Article I: Name

- Section 1: The name of this organization shall be Anthropology and Geography Club

Article II: Purpose

- Section 1: The purpose of the Anthropology and Geography Club organization is to promote awareness of Anthropology and Geography at CCU and bring together interested students from any major.

Article III: Officers

- Section 1: The Executive Board shall be the President, Vice President, Secretary, and Treasurer.
- Section 2: The term of office for the Exec Board shall be 1 year.
- Section 3: Executive Board members must be in good academic and disciplinary standing with Coastal Carolina University.
- Section 4: The Advisor shall be a non-voting member.

Article IV: Membership

- Section 1: Membership is open to all Coastal Carolina University students.

Article V: Membership Fees

- Section 1: An annual membership fee of \$5 is due October 1, 2018 to the Treasurer.
- Section 2: Members who are current on their dues payment shall be classified as “active” members.

Article VI: Duty of Officers

In this section include, how many officers there are, their titles and duties? Do the officers constitute an executive committee? Are there standing committees other than the executive committee, i.e. Event Planning, Fundraising, etc.?

- Section 1: Only students in good academic and disciplinary standing may serve as officers.

- Section 2: The duties of the President shall be:
 - A. Lead club meetings
 - B. Send official correspondence via email and/or coastal connections
 - C. Attend training sessions for OSAL
 - D. Lead club recruitment events and outreach
 - E. Plan and participate in club events
 - F. Work with faculty adviser and officers to determine club needs
 - G. Delegate tasks as needed
- Section 3: The duties of the Vice President shall be:
 - A. Attend training sessions for OSAL when President not available
 - B. Lead club meetings when President not available
 - C. Assist in planning club events
 - D. Reserve room for events at least 2 weeks prior to event
 - E. Assist with club recruitment events and outreach
 - F. Participate in club events
- Section 4: The duties of the Secretary shall be:
 - A. Take roll in meetings and maintain membership list
 - B. Take minutes during meetings
 - C. Record information about upcoming events
 - D. Assist in planning meetings and events
 - E. Send emails about club business
 - F. Make event flyers at least 1 week prior to event
 - G. Participate in club events
- Section 5: The duties of the Treasurer shall be:
 - A. Assist in planning club events
 - B. Participate in club events
 - C. Collect dues
 - D. Work with OSAL for deposits, withdrawals, and account funds
 - E. Complete financial paperwork for budgets, purchases, and events

Article VII: Officer Election and Removal

In this section, consider how are officers to be elected? By what type of ballot? By what majority? Who is eligible for office? How may officers be removed?

- Section 1: All club officers shall be elected by electronic ballot and will serve a term of May 2018 to May 2019.
- Section 2: Officer elections will consist of the following process:
 - A. Nomination process
 - B. Elections
 - C. Run-off elections, if necessary
- Section 3: In the event an officer is judged to be deficient in his/her duties (as determined by a unanimous agreement of the remaining executive officers and advisor), he/she may be removed by a two-thirds vote of the active organization membership. The advisor shall oversee the process of removal from office.

Article VIII: Meetings

- Section 1: All meetings will be held at the following times: Occasional meetings and events as announced. Business meetings at beginning of Fall and Spring semesters.
- Section 2: To be eligible to vote, all members must: Be CCU students and active members of the Anthropology and Geography Club.

Article IX: Amendments

How are amendments to be proposed and by whom? Should there be a delay before voting on amendments? How are amendments to be voted upon? Who is eligible to vote?

- Section 1: This constitution will be reviewed annually.
- Section 2: The following process must occur for any amendments to this constitution. An amendment may be proposed at an official Anthropology and Geography Club meeting or via electronic message to all active members (if a meeting is not scheduled). Voting will be conducted and amendments passed by a two-thirds vote by active members.

Article X: Hazing Policy

- Section 1: The Coastal Carolina University Code of Student Conduct states: Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new members and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places a new or current member in a position of servitude as a condition of membership.
 - A. Hazing is inconsistent with South Carolina laws/statutes, University policies, the Student Code of Conduct, and fraternal/organizational laws. Anthropology and Geography Club and its members agree to abide by the anti-hazing policy required of all student organizations at Coastal Carolina University.