

Appendix A

Format for Constitutions

PREAMBLE

(Scope, purpose, objectives, goals of club)

ARTICLE I

“The name of this organization shall be _____; hereafter it may be referred to as _____.”

ARTICLE II- MEMBERSHIP

Section A. Membership must be open to all currently enrolled students at the University, and any faculty, staff or administrative member at the University.

Section B. No discrimination on the basis of “race, gender, creed, color, national origin, sexual orientation, physical capabilities or religious affiliation.”

Section C. “All student members must maintain a 2.0 GPA (minimum GPA required by University) and good standing according to the Monmouth University Student Code of Conduct.”

Section D. Qualifications unique to organization.

Section E. Voting members (define term).

ARTICLE III- Meetings

Section A. General frequency.

Section B. Quorum (how many people or percentage of members need to be present in order for a vote to occur and when it’s used).

ARTICLE IV.- Executive Board

Section A. Positions and duties.

Section B. Qualifications.

ARTICLE V.- Elections

Section A. When they are held (preferably in April).

Section B. Procedures.

ARTICLE VI.- Impeachment

Section A. Grounds for impeachment.

Section B. "Any member of the organization has the power to initiate impeachment proceedings."

ARTICLE VII- Succession

Section A. If the presidency falls vacant, the vice-president fills the post.

Section B. All other vacancies are filled by the election process.

ARTICLE VIII- Amendments

Section A. Procedures.

Section B. "The proposed amendment is then ratified after it is given approval by the Student Government Association."

***Please include the date of when the constitution was approved. Any revised copies should also include the date of when they were approved.**

****These are only the minimum requirements for all club constitutions.**

**** Once approved, new constitutions MUST BE SUBMITTED via both electronic disk and hard copy to both the Office of Student Activities and Student Center Operations and the Student Government Association.**