**[Insert Organization Name] Constitution**

**- [Insert date written or last amended] -**

Preamble: [Insert an explanation of the organization’s mission and/or purpose]

**ARTICLE I | Name**

1. The name of the club shall be [Insert Organization Name] of Mesa Community College.

**ARTICLE II | Membership**

1. [Insert Organization Name] membership is open to all students attending Mesa Community College and who are enrolled in at least one (1) credit hour.
2. [Insert Organization Name] members are expected to:
   1. Keep an open mind
   2. Present themselves in a manner that demonstrates respect, encouragement, and empathy towards others both on and off campus
3. Active members are members who have attended at least one club meeting a month and have read the Club Constitution.

**ARTICLE III | Officers**

**Section 1 | Membership**

1. The officer positions within the **[Insert Organization Name]** shall include the President, Vice-President, Secretary, Treasurer, and Senator as voting members.
2. One non-voting faculty or staff advisor shall act as an observer at all club officer meetings to provide counsel and advise on college policies and procedures.
3. One alternate Senator shall act as an observer at all club officer meetings.
4. Officers must be enrolled in at least six (6) credit hours at Mesa Community College
5. Exceptions may be made with a two-thirds vote in the affirmative by the general membership if potential officers otherwise meet active member requirements.
   1. Senators must meet all Student Senate membership requirements

**Section 2 | Powers and Duties**

1. Officers shall have the power to make decisions on behalf of [Insert Organization Name]
2. All fiscal power of [Insert Organization Name] resides with the club officers
3. The club officers shall have final approval of all club activities and events
4. Club officers will make all club officer meeting minutes available to the general membership upon request within four (4) business days
5. Club officers will determine the time, frequency, and location of club and officer meetings
6. A quorum of three-fifths of the voting club officers must be present for any official business to take place
7. Decisions made by the club officers may be vetoed by a two-thirds vote of the general membership

**Section 3 | Club Officer Roles**

1. The President shall:
   1. Oversee all club functions
   2. Ensure that the Statement of Club Activity is submitted to the Office of Student Life and Leadership at the beginning of each academic year
   3. Develop agendas for and preside over all general membership and club officer meetings according to Robert’s Rules of Order, Newly Revised
   4. Attend ASMCC Presidents’ Council meetings when called upon by the President of ASMCC
   5. Maintain active communication between all officers and the Club Advisor
   6. Assume other tasks as delegated by the club officers or general membership
2. The Vice-President shall:
   1. Assume the duties of the Office of the President in the instance of its vacancy
   2. Assume the duties of the Office of the President in his/her temporary absence
   3. Assist the President in managing club functions
   4. Assume other tasks as delegated by the club officers
3. The Secretary shall:
   1. Take and distribute a record of the minutes for all general and club officer meetings within four (4) business days
   2. Acquire and maintain a register of club member contact information
   3. Collect and distribute materials for all general and club officer meetings
   4. Maintain a calendar of club and campus events
   5. Archive copies of all forms and documents submitted by the club
4. The Treasurer shall:
   1. Keep an accurate ledger of all club financial activity
   2. Research costs involved in any and all events and functions
   3. Maintain, in a well bound book, all receipts, purchase orders, payments, and donations
   4. Provide a regular report on the club’s fiscal standing when requested by an active member
5. The Senator shall:
   1. Attend ASMCC Student Senate meetings
   2. Provide a regular report on the activities of ASMCC Student Senate to the club at all regular and club officer meetings
   3. Maintain close contact with the President, Club Advisor, and club members to ensure proper representation of the [Insert Organization Name] in ASMCC Student Senate
   4. Make announcements during ASMCC Student Senate on upcoming [Insert Organization Name] events and activities as necessary
   5. Appoint an alternate Senator to be confirmed by the club officers
   6. Ensure that his/her alternate assumes the duties of the office if he/she is absent

**Section 4 | Term of Office**

1. Members elected to office shall serve for one academic year (beginning in the Summer and ending the day after Commencement in the Spring.)
2. In the event of the vacancy the remaining club officers will, at the club officer’s meeting immediately following the vacancy, appoint an eligible member to fulfill the duties of that office until the next officer election.
   1. In the event of a split decision regarding appointment of a vacant position, the general membership shall decide by special election
   2. Special election shall be conducted by secret ballot at the following general membership meeting

**ARTICLE V | Elections**

1. During the election process, prospective officers must be nominated for a specific position
   1. Nominations must be seconded by and active club member
   2. Nominees will be given the opportunity to speak to the general membership prior to the voting process
2. Elections will take place by secret ballot and tallied by the club advisor on a display clearly visible to the club (i.e. whiteboard)
3. The nominee who receives a simple majority of the votes shall be declared the winner of the office for which they were nominated
4. In the event that no nominee receives a simple majority of the votes cast, a runoff vote between the two nominees who received the largest number of votes will take place to determine the winner

**ARTICLE VI | Impeachment and Dismissal**

1. Impeachment and dismissal of an officer
   1. If at any time a club member feels that an officer is not performing their duties or has neglected to follow MCCCD, MCC, ASMCC, or [Insert Organization Name] policies they may draft an article of impeachment and present it to the club officers in the presence of the club advisor.
   2. Impeachments and dismissals will take place over all regular club business at the general membership meeting immediately following the submission of the article of impeachment
   3. The officer in questions may speak before the club in their own defense prior to any vote taking place
   4. The general membership may vote to dismiss the officer with a two-thirds vote in the affirmative
   5. Dismissal will take effect immediately upon passage of the motion to dismiss
2. Dismissal of the club advisor
   1. The club officers of [Insert Organization Name] may choose to dismiss a club advisor who is not meeting the needs of the club or who has violated MCCCD, MCC, ASMCC or [Insert Organization Name] policies
   2. The club officers of [Insert Organization Name] must propose and vote on a motion to dismiss the club advisor at a regularly scheduled officers meeting
      1. The club officers may vote to dismiss the club advisor with a simple majority vote in the affirmative
   3. The club officers shall be responsible for notifying the general membership as well as the Office of Student Life and Leadership prior to the next regularly scheduled officers meeting following the dismissal of the club advisor
   4. The club officers must select a new club advisor prior to the next general membership meeting following the dismissal of the club advisor if there is not a co-advisor in already place

**ARTICLE VII | Meetings**

1. The [Insert Organization Name] shall meet once per month
2. A quorum will be established at the second general meeting of each semester
   1. A simple majority of the established quorum must be present for official business to occur

**ARTICLE VIII | RULES**

1. [Insert Organization Name] may use Robert’s Rules of Order, Newly Revised, as a means of parliamentary procedure when necessary
2. In the event that this Constitution conflicts with the Constitution and/or Bylaws of ASMCC, the ASMCC Constitution and/or Bylaws shall rule supreme.
3. In the event that this Constitution conflicts with MCCCD and/or MCC policies, the MCCCD and/or MCC policies shall rule supreme.

**ARTICLE IX | Amendments**

1. Amendments to this Constitution shall be submitted in writing to the Club Secretary two weeks prior to being placed on the general membership meeting agenda
2. The Club Secretary shall make the proposed amendment available to all club members one week prior to a vote by the general membership
3. The amendment shall be presented to the club and debate opened on the topic
   1. Amendments to the Constitution shall have priority on the agenda
   2. After debate, the general membership shall vote on the passage of the amendment
      1. A vote of two-thirds in the affirmative is required to approve any motion to amend this Constitution

**ARTICLE X | Ratification**

1. This Constitution shall have full force and effect following passage by the majority of the club members voting at the first general meeting after a quorum if established
2. This Constitution shall supersede all other [Insert Organization Name] rules and regulations