**SAMPLE Club CONSTITUTION**

ARTICLE I: Name

The name of this organization shall be SAMPLE Club hereinafter referred to as the “Club”.

ARTICLE II: Purpose

The purpose/mission of the SAMPLE Club is to support students in developing successful student organizations, particularly excellent constitutions. In the SAMPLE Club, members review and renew documents and resources that help student organizations at chapman articulate their purpose, structure, and governing principals within their organization’s constitution.

ARTICLE III: Membership

Section 1: Membership in the SAMPLE Club shall be open to any and all students at Chapman University. Active membership shall be determined by attending one club meeting a semester. Once a student graduates or ceases to be a student at the University, his/her membership in the Club shall cease.

Section 2: Active membership in the SAMPLE Club requires that the following expectations are met: (1) Members will be enrolled in at least one course at Chapman University; (2) Members will attend and participate in at least one club meeting a semester; (3) Members will volunteer for at least one club sponsored event each semester.

Section 3: Any member may be at risk of being removed from membership for not meeting the requirements of active membership outlined in Article III, Section II and by a two-thirds vote of the membership.

Section 3: Removal from the SAMPLE Club will require the following protocol: (1) Written charges by a member are to be presented to the Executive Committee; (2) an executive officer must notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership. All members must be notified of this pending action at least one week prior to the removal decision; (3) voting for removal from membership is to be done by secret ballot; (4) the member in question must be notified immediately of the outcome of the vote.

Section 4: As per [Chapman University’s Harassment and Discrimination Policy](http://www.chapman.edu/faculty-staff/human-resources/_files/harassment-and-discrimination-policy.pdf), it shall be stated as part of the policy of the SAMPLE Club at Chapman University that membership and membership privileges must be open to all students without regard to race, color, religion, ancestry, national origin, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by law, so that all members of the community are treated at all times with dignity and respect. Membership and participation in the Club must also be open without regard to gender, unless exempt under [Title IX](https://www.chapman.edu/students/health-and-safety/title-ix.aspx).

Section 5: With membership in the SAMPLE Club comes full floor and voting privileges on any and all items of Club business including: resolutions, items of legislation, bylaws, and elections.

ARTICLE IV: Officers

Section 1: The officers shall consist of a President, Vice President, Secretary, Treasurer, Head Constitution Reviewer, and Constitution Resource Chair. The officers shall be responsible for all administrative duties of the Club.

Section 2: The President shall have the power to establish and maintain operation procedures of the SAMPLE Club, call meetings, and answer for all actions of the other officers. The President shall be able to vote in all decisions affecting the Club. The President is in charge of facilitating Executive Committee meetings, and ensuring that the SAMPLE Club activities follow Chapman University policies and procedures.

Section 3: The Vice President shall assist the President with all administrative duties and assume those duties in the absence of the President. They will also be in charge of marketing and outreach, as well as organizing one service event for the SAMPLE Club members each semester.

Section 4: The Secretary shall keep accurate and detailed records of all meetings and affairs, send/transmit all official SAMPLE Club correspondence, and coordinate preparation and distribution of club flyers, handouts and publications. The Secretary shall also be responsible for the End of Semester Report submitted to the Department of Student Engagement each semester.

Section 5: The Treasurer shall receive and distribute SAMPLE Club funds upon the authorization of the President in accordance with the financial rules and regulations of the University and the laws of the State of California, and make financial reports at all Executive Committee meetings, and at the regular meetings of the SAMPLE Club, as well as coordinate fundraising activities.

Section 6: The Constitution Resource Chair shall develop and maintain resources and documents that can support Student Organizations in developing clearly articulated Constitutions. These resources must be updated, shared regularly with the membership in meetings, and made easily accessible to club members as well as the general public.

Section 8: The elected officers shall form the Executive Committee.

Section 9: All elected officers should be in good academic standing at the University (above a 2.0 G.P.A.).

ARTICLE V: Elections

Section 1: The President, Vice President, Secretary, Treasurer, and Constitution Resource Chair shall be elected by the members of the SAMPLE Club to serve a term of one year. Annual elections shall be held at the final Spring semester meeting of the SAMPLE Club. The officers shall be elected by means of a ballot. The term of office for all officers shall begin on the last day of Spring Semester and end on the same day of the following year.

Section 2: Nominations of candidates for the SAMPLE Club officer positions shall be through written nominations submitted to the Executive Committee. Nominees for officer positions must be active SAMPLE Club members.

Section 3: Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of those SAMPLE Club members present, provided quorum is met (see Article VIII, Section 4).

Section 4: The order of succession shall be: (1) President, (2) Vice President), (3) Secretary), (4) Treasurer, (5) Constitution Resource Chair.

Section 5: Vacancies occurring in any of the elected offices shall be officially filled at the next regular SAMPLE Club meeting following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed to a vacant office, then an election shall be held to fill the office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as for the normal procedure for elections.

ARTICLE VI: Appointments

Section 1: The Executive Committee may appoint additional positions as may contribute to the successful operation of the SAMPLE Club.

ARTICLE VII: Removal from Office

Section 1: Any officer may be removed from office for failure to perform his/her prescribed duties or a failure to comply with Chapman University Policy.

Section 2: Any officer may be removed by a two-thirds vote of the membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur either for failure to carry out the responsibilities of that office, or violation of Chapman University policies. Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership.

ARTICLE VIII: Meetings

Section 1: General membership meetings shall be held bimonthly, with additional meetings called by the President as needed. Notice of additional meetings must be given to all club members in the timeliest manner possible, not less than one week when possible. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new Secretary.

Section 2: The Executive Committee shall meet when called by the President or Vice President.

Section 3: Official notice of the meeting at which the election of SAMPLE Club officers will take place must be provided to all SAMPLE Club members not less than two weeks prior to such meeting.

Section 4: Quorum shall be defined at least fifty percent of the total SAMPLE Club membership. Quorum is required for official votes to take place.

ARTICLE IX: Funding

Section 1: The SAMPLE Club shall, as it deems necessary, undertake fundraisers for its own purposes. All fundraising shall be conducted in accordance with Chapman University policies and overseen by the Treasurer.

Section 2: Dues shall be charged for membership in the SAMPLE Club. The amount of dues charged for each semester shall be determined at the first meeting of the Fall Semester by a vote of the Executive Committee. Semester memberships shall expire on the first day of the next semester. Yearly membership shall expire on the last day of the Spring Semester (including summer session) after the semester in which dues were paid. Membership dues can be paid during any semester and shall be collected by the Treasurer.

ARTICLE X: Amendments

Section 1: Amendments to this constitution shall be adopted by a two-thirds vote of the members present at two consecutive meetings at which the amendment has been read and discussed.

ARTICLE XI: Jurisdiction

Section 1: The SAMPLE Club is subject, as a recognized/registered student organization, to the rules, regulations, and policies of Chapman University and the laws of the State of California. The rules, regulations, and policies of the Chapman University shall hold precedence over any and all rules, regulations, and policies applying to the SAMPLE Club, including those of national organizations with which the SAMPLE Club is associated.

ARTICLE XII: Dissolution Clause

Section 1: This Student Organization will be dissolved by a two-thirds majority of quorum votes of the SAMPLE Club membership. The SAMPLE Club may also be dissolved in accordance with the Department of Student Engagement club status protocol. In the event of the Student Organization’s dissolution, all SAMPLE Club financial assets become property of the Student Government Association and shall be added to allocations designated for recognized student organizations.  All additional assets become property of the Department of Student Engagement.

DATE OF CREATION:

This constitution for the SAMPLE Club was voted into effect on June 3, 2014.

LATEST REVISION DATE:

This constitution for the SAMPLE Club last revised, voted on my membership, and officiated on Jul 30, 2014.