

CHARTER OF

*REPLACE WITH NAME OF ORGANIZATION*

AT MACAULAY HONORS COLLEGE OF THE

CITY UNIVERSITY OF NEW YORK

YYYY - YYYY

**This form should be used as a guideline to help clubs outline their charter and plan their goals.**

**ARTICLE I – NAME** (Required)

The official name of this organization shall be **Replace with name of Organization** at Macaulay Honors College. **Hereinafter referred to as (insert shortened name, acronym if applicable).** No other name will be used in the advertisement or representation of the organization.

**Affiliation**: **[Required only if your group is a local chapter that has a regional, national and/or international structure]**

* Identify, if any, affiliations with a regional, national and/or international structure and specify what the relationship is.
* List names, address, phone number and e-mail addresses of parent or affiliated organization at the regional or national level.
* Charter of the affiliated outside group or fraternal ties that are to exist must accompany this constitution.

 **If applicable, also include any logos or graphics used to represent your organization.**

**Consider:**

* State the exact name of the organization- how the organization prefers to be recognized.
* When using Baruch College’s name, it must be written: *[name of organization]* at Baruch College, as shown in the title of the constitution, rather than Baruch College [*name of organization*].

**ARTICLE II – PURPOSE** (Required)

 The purpose of this organization shall be …

Replace with Organization's purpose

**Reminder: The purpose and function shall not duplicate that of any other existing organization at Macaulay Honors College.**

**Consider:**

* Explain why and for what purpose organization is being formed. Does it have a cultural, social, or political aim? Why was the group founded?
* It is advisable to state the purpose in general terms, do not go into great detail or limit it too definitely. But be precise enough so that a nonmember would understand the purpose of the organization.
* A statement of the organization’s willingness to abide by University policies should be included.

**ARTICLE III – MEMBERSHIP** (Required)

**Section 1 – Qualifications**

1. All members must be matriculated students of Macaulay Honors College and must subscribe to or be interested in the purpose of the organization.
2. Any stipulations for membership, such as auditions for performing clubs, must be included here.
3. **No person shall be denied membership or office because of national or ethnic origin, race, color, sex, gender identity or expression, sexual orientation, age, political or religious beliefs, disability, veteran or marital status.**

**Consider:**

* How to become a member
* Identifications of voting members.

**ARTICLE IV - OFFICERS/ELECTIONS/REMOVAL OF AN OFFICER** (Required)

**Section 1 – Officers**

A club may determine any number of club officers with the titles of their choice. Each club should have a minimum of 4 club officers, whom regardless of title meet the criteria below:

1. There shall be a “**President”** who shall …

1. Preside at all meetings of the club
2. Call special meetings of the club
3. Create and distribute agendas for each meeting of the organization
4. Represent the club at official functions
5. Maintain contact with club adviser(s)
6. Remain fair and impartial during organization decision making processes
7. There shall be a “**Vice-President”** who shall...

1. Assume the duties of the President as needed
2. Coordinate organizational recruitment efforts
3. Coordinate organization election
4. Coordinate efforts of advertising and marketing for the club and events
5. There shall be a “**Secretary”** who shall …

1. Keep a record of all members and events of the organization
2. Keep and distribute minutes of each meeting of the organization
3. Notify all members of meetings
4. Prepare organization's calendar of events
5. Represent organization at official functions
6. Remain fair and impartial during organization decision making process
7. Responsible for sign in sheets at each event or meeting
8. There shall be a “**Treasurer”** who shall …

1. Keeps all financial records of the organization
2. Prepare the annual budget to be submitted to the Macaulay Scholar’s Council
3. Prepares all budget requests for funds
4. Advises members on financial matters (i.e. vendors, ticket selling procedures)

**Consider:**

**Section 1:** Officers

* List the officers’ duties and responsibilities.

#  Section 2 – Elections

1. All officers shall serve [one term, one year] and maybe re-elected for [one] additional term.
2. General elections & Election Process:
3. Shall be held once a year.
4. The candidates shall campaign.
5. The candidates shall have an opportunity one (1) week prior to voting to present a speech to the general membership and have a question and answer session as outlined by the current executive board.
6. Candidates win by majority vote.
7. Special elections:
8. Shall be called by the President of the club.
9. The candidate shall win by a majority vote.

**Consider:**

**Section 2:** Elections

* State when elections take place and what the specific procedure is to be followed (how nominations are made, what type of vote is required –e.g. a win two-thirds majority vote of the voting membership present.)

#  Section 3 – Removal of an Officer

1. A win two-thirds majority vote of the active voting membership is required for the impeachment proceedings to be activated.
2. The officer in question must be notified of the charges in writing.
3. A special meeting must be set up to discuss the charges; all parties must be allowed to respond.
4. Should a decision be made, a win two-thirds majority vote of the active voting membership will result in the removal of the officer to be impeached.
5. Determine how a replacement will be selected and when the new person takes office.
6. A copy of the typed minutes from both, the meeting when the impeachment proceeding was enacted, and the meeting when the voting for removal in order for the officer to be impeached must be submitted to the Office of Student Life.

**Consider:**

**Section 3** – Removal of an Officer

* State procedures to be followed (who can initiate the removal of an officer; what are causes for impeachment; impeachment proceedings)

**ARTICLE V - EXECUTIVE BOARD** (Required)

**Section 1** -The Executive Board shall consist of the elected officers of the organization.

**Section 2** - The Executive Board shall formulate the agenda, take emergency action, and have general management of the student organization in the absence of the full membership.

**Section 3** -The “Vice-President” shall assume the duties of any vacant office until a special election is held. If more than one office is vacant, they shall be filled by presidential appointment until a special election is held.

**Section 4** – The Executive Board shall attend functions as required by the Macaulay Honors College.

**Section 5** - The Executive Board shall attend a Student Club Workshop at the start of each year.

**ARTICLE VI – Faculty Advisor (Optional)**

**Section 1** – The Executive Board shall choose \_\_\_\_\_\_\_\_\_\_ at [**Campus**] as a Faculty Advisor

Clubs may choose to have a faculty advisor. The Faculty Advisor must first be approached and agree to advise your club. Any Faculty Advisors should be listed in this section.

**Consider:**

* Description of any standing committees should be included in the “Bylaws” section, following Article VIII

**ARTICLE VII – MEETINGS** (Required)

**Section 1** - This organization shall hold regular meetings…

Replace with meeting frequency

 *… [ state minimum frequency per month, semester, etc.]*

**Section 2** -A quorum consisting of two officers plus a majority of duly registered members is necessary for the transaction of any business.

**Section 3** -The rules contained in Robert’s Rules of Order - Newly Revised shall govern this organization in all cases in which they are not inconsistent with the constitution and the by-laws of this organization.

**ARTICLE VIII – AMENDMENTS** (Required)

**Section 1** -Amendments to this constitution shall be introduced from the floor and submitted to the Secretary in writing at a regular business meeting. Amendments shall be voted upon at the next meeting of the organization.

**Section 2** -The entire membership shall be notified in writing at least seven (7) days prior to a vote on the proposed amendment.

**Section 3** –A win two-thirds majority vote of the voting membership present shall be necessary for the passage of an amendment.

**Section 4** –A copy of the typed minutes from the meeting when the amendment was passed to prove that this amendment was adopted must be submitted to the Office of Student Life with the revised constitution of the organization.

**ENACTMENT OF CONSTITUTION:** (Required)

This constitution is now enacted on this Day of , 20

**As the officers of this organization we hereby acknowledge our responsibility to our members and the Macaulay Honors College community, as well as the rules and regulations outlined for operating student organizations under the Macaulay Honors College. We are the responsible parties for our group and accept responsibility for any action or damage, which has been proved to be caused by our group.**