

The following is a set of guidelines for constitutions of tier two student organizations that fall under the jurisdiction of the University Of Southern Maine Student Senate and the Board of Student Organizations. Any changes or additions are subject to the scrutiny of the Constitutional Review Committee of the Student Senate. All new and revised constitutions must be approved by Student Senate to being recognized by the Board of Student Organizations and will act as sub-committees of the Board of Student Organizations.

Constitution

of _____

Enacted by the Student Senate of the University of Southern Maine

Article I: Name

The name of this Organization shall be (insert the full and exact name of the organization here.)

Article II: Statement of Purpose

(Insert a general statement of why the Organization is being formed.)

Article III: Membership

Section 1. A member shall be defined as any person who is interested in furthering the goals of the organization.

Section 2. Membership Voting Eligibility. Voting members of the organization, must be registered undergraduate students of the University of Southern Maine who have currently paid the USM Student Activity Fee.

Article IV: Election Procedures

Section 1. Officers and Duties. The officers of the Organization shall be a President, a Vice-President, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by this Constitution and by a parliamentary authority adopted by the Organization. The President may not also hold the office of Treasurer and vice-versa.

Section 2. Elections. Within the first three weeks of each spring semester, the Organization shall accept nominations from its membership and hold elections for officers. If an office becomes vacant, new nominations and elections may be held at the next regularly scheduled meeting of the organization. The officers shall be elected by individual ballot to serve for one year or until

their successors are elected, and their term of office shall begin at the start of the fall semester following their election.

Article V: Duties of Officers

Section 1. All Officers. All officers must be registered undergraduate students of the University of Southern Maine taking at least 1 credit hours on the Portland, Gorham, or Lewiston campus during the fall and the spring semester of which they hold office.

Section 2. President. The President shall preside over all meetings of the Organization. The President shall have other duties outlined by, and shall run all meetings in agreement with the parliamentary authority adopted by the Organization. Additionally, the President must be trained in financial procedures by the Student Government Business Office.

Section 3. Vice-President. In the absence of the President, the Vice-President shall preside over meetings of the Organization. The Vice-President shall, at the President's request, be available to assist in any duties of the President outlined in this Constitution or in the parliamentary authority adopted by the Organization.

Section 4. Secretary. The Secretary is the recording officer of the organization and shall keep accurate minutes of each meeting that is available upon the request to the University Of Southern Maine Student Senate, Board of Student Organizations, and to the general public. The Secretary shall keep and update as needed a list of all members of the Organization, including contact information for the purpose of informing members about upcoming meetings. The Secretary shall have other duties as outlined in the parliamentary authority adopted by the Organization.

Section 5. Treasurer. The Treasurer is responsible for keeping accurate records and accounts of the Organization's funds. The Treasurer shall be responsible for enforcing and complying with all rules and regulations set forth by the University Of Southern Maine Student Senate regarding the proper collection, holding, and dispersal of funds. The Treasurer must be trained in financial procedures by the Student Government Business Office.

Article VI: Meetings

Section 1. Regular Meetings. The regular meetings of the Organization shall be held at a time and place that is most convenient for the majority of the membership. The organization must meeting a least twice a month, with the exception of academic breaks.

Section 2. Special Meetings. Special meetings may be called by the President or upon the written request of twenty-five percent of the members of the Organization. The purpose of the meeting must be stated in the call and notice must being given to the entire membership.

Section 3. Quorum. Fifty percent, plus one of the membership of the Organization shall constitute a quorum.

Article VII: Harmony

All activities of this organization shall be in keeping with Student Senate Board of Student Organizations Policy and Procedures Manual, as well as all federal, state, and local regulations and the policies of the University of Maine System and the University Of Southern Maine Student Senate. The Organization shall refrain from discriminating against any individual with respect to that individual's race, color, religion, gender, marital or parental status, sexual orientation, age, and national origin

Article VIII: Parliamentary Authority

The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of the order the Organization may adopt.

Article IX: Impeachment

Impeachment of any officer of the organization shall be conducted as follows: The organization shall have the power to impeach any officer. Impeachment shall take the form of a resolution stating the reasons for the impeachment. A neutral, non-voting Student Senate representative or the club advisor must be presents at the meeting during which the officer is to be impeached. It must be passed by two thirds written ballot vote of the full organization membership.

Article X: Amendment of this Constitution

This constitution may be amended at any regular meeting of the Organization by a two-thirds vote, provided that the proposed amendment has been submitted in writing at the previous regular meeting. All amendments must also be approved by the Parliamentarian of the Student Senate as well as by a two-thirds vote of the Student Senate.