

September 25, 2018

# **Student Government Association**

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WILLIAM PATERSON UNIVERSITY

## **Constitution Of**

**[FULL CLUB NAME HERE]**

{Club Logo or Insignia}

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**[Club President's Name], [Club Name], President**

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**[VP's Name], Vice President of the Judicial Review Board**

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**[President's Name], SGA President**

**Please edit and delete all the highlighted sections before submitting document for approval by JRB**

Constitution of  
(Club Name)

**PREAMBLE**

(The preamble is an introductory statement to the club and its basic tenets or goals. It should read differently than the purpose statement, Article II, and be a brief, vague, non-specific description of the club's intent.)

**Article I**  
**Name**

The name of this organization shall be (Full Club Name), hereafter be referred to as the (Acronym, Shorthand or Reference Club Name). The (Club Name) is an officially recognized organization of the Student Government Association of William Paterson University.

**Article II**  
**Purpose**

The purpose of the (Club Name) shall be to

(Fill in the general purpose of the club, being as specific as possible but not too restrictive in what the club will do or promote. This is a general statement of what the club will attempt to achieve through being chartered at WPU. Be sure to review this to determine what events your club will plan in the future.)

**Article III**  
**Membership**

*Section A: General Membership*

General Membership in (Club Name) is open to all students of the William Paterson Community.  
[This section cannot be edited and is uniform for all SGA Clubs]

*Section B: Voting Members*

(Include what is needed to become an active member of the club and specifically what is required to gain voting rights within the club. Break into two sections headed "Active Member" such as one who attends at least X number of meetings and places their name on the official roster, and "Voting Members" such as those who have attended X number of consecutive meetings or if they are elected as an officer.)

*Section C: Voting Privileges*

(Explain here how members earn the right to vote during meetings. If voting rights can be lost, that process must be explained here)

## Article IV Executive Board

### Section A: Executive Board

The governing body of (Club Name) shall be known as the [Executive Board Name]  
The Executive Board shall consist of up to [Establish Number of Executives] Executive Officers, which include a President, Vice President, Secretary, Treasurer, and a Public Relations Officer.

### Section B: Powers and Duties of the Officers

(\*\*These are minimum requirements and can be expanded but must at least include these responsibilities. Delete this parenthesis before submitting document for approval\*\*)

1. The Club President shall:
  - a. Oversee the total operations of the organization.
  - b. Preside over meetings or designate the chairing of meetings.
  - c. Serve as a non-voting member of all sub and ad-hoc committees.
  - d. Attend all SGA Club Council Meetings or designate a representative to attend in place
  - e. Vote in matters as a tie-breaker
  - f. Attend a Leadership Academy to be granted financial and reservation request access
2. The Vice President shall:
  - a. Report directly to the President.
  - b. Assist in the total operation of the organization as directed by the President.
  - c. Generate all agenda items and report them to the President.
  - d. Preside in the absence of the President.
3. The Secretary shall:
  - a. Report directly to the President.
  - b. Oversee the administration of the club's Pioneer Life web portal
  - c. Keep a record of minutes from meetings and file copies to the Pioneer Life web portal
  - d. Coordinate information to and from the Executive Board to relevant parties
  - e. In the absence or vacancy of a Public Relations Officer, the Secretary shall take on those duties.
4. The Treasurer shall:
  - a. Report directly to the President.
  - b. Oversee general fund management and be responsible for budgetary expenditure.
  - c. Attend a Leadership Academy to be granted financial and reservation request access
5. The Public Relations Officer shall:
  - a. Report directly to the President
  - b. Work in conjunction with the secretary to address the promotional needs of the organization.
  - c. Oversee the curation and administration of the club's physical and digital presence and outreach.

## Article V Advisor

The Club Advisor shall be a member of the full-time faculty or a full-time professional employee of William Paterson University. The Advisor shall be voted in by a two-thirds (2/3) majority of the voting members at a regular meeting.

**Article VI**  
**Removal of Executive Officer and Advisor**

Any club officer or advisor may be removed by a two-thirds (2/3) majority vote of the voting membership of the club during a regular meeting.

**Article VII**  
**Vacancies/Special Elections**

In the event of a vacancy in the office of the President, the Vice President will automatically assume the office of the President. All other vacancies shall be filled temporarily by majority vote of the general membership upon recommendation of the executive board until a special election can be held. [Include rules for any other office succession you deem important but at the very least this must be kept]

**Article VIII**  
**Resignation of Officers or Advisor**

Any Officer or Advisor wishing to resign his/her position must notify general members at a regular meeting and is implored to give two (2) weeks' notice before the resignation takes effect.

**Article IX**  
**Schedule of Meetings**

(Club Name) will meet at least [X Number of meetings] a semester and more when necessary. Quorum will consist of 50% plus one (1) of the voting members.

**Article X**  
**Club Elections**

Nominations for Officer positions shall be opened at a well-publicized, regularly scheduled meeting and run for at least two (2) weeks. The elections shall be held at a well-publicized, regularly scheduled meeting one (1) week after the closing of nominations. The candidate with the plurality of the vote shall be declared the winner. Each year elections will be held before April 15<sup>th</sup> for the following year. New officers will take office on June 1<sup>st</sup>.

[This section cannot be edited and is uniform for all SGA Clubs.]

You may, however, specify situations for which a special election may be called for in the event of vacancies such as appointment by the President, Executive Board, or club vote]

**Article XI**  
**Constitutional Amendments**

Any members of (Club Name) may sponsor an amendment to this constitution. The amendment must pass the organization's membership by a two-thirds (2/3) majority vote of the voting membership during a regular meeting. The proposed amendment shall then be brought to the SGA's Judicial Review Board for ratification. [This process may be amended but final ratification will always require approval of the JRB]

**Article XII**  
**Examination of Financial Records**

All SGA-chartered organization's financial records are subject to examination upon request of the SGA Vice President of Allocations or the SGA Financial Manager.

[This section cannot be edited and is uniform for all SGA Clubs]

[Additional amendments may be added as you choose and can be if necessary. The document must maintain the minimum standards to be approved and any amendments must follow the proper procedures. All official constitutions must be on file with the VP of JRB to be considered valid.]