

Constitution of [Name of Organization] at Central Arizona College

Article I Name

The name of the student organization shall be [Name of Organization]

Article II Purpose

It shall be the purpose of this organization to [insert organization's mission or purpose statement].

Article III Membership

Membership in the organization is open to any currently enrolled Central Arizona College student who [insert eligibility criteria or qualifications for membership]. Members will have voting rights and may serve as officers in the organization.

Former students, other members of the campus community and community members may participate in the club, but may not hold office or vote.

Article IV Authority and Responsibility

Section 1 - Authority: The organization operates under the authority of Central Arizona College and adheres to all campus policies set forth in the Central Arizona College Code of Student Conduct.

Section 2 - Power: The officers of the organization have the power to administer and enforce the constitution of the organization.

Article V Mandatory Compliance Statements

Notice of Non-Discrimination and Equal Opportunity

It is the policy of Central Arizona College and their Board that there will be no discrimination or harassment on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment.

Notice of Anti-Hazing

The organization shall not haze any prospective member for the purpose of admission into or affiliation with the organization. Members of the organization are free to leave or dissociate without fear of retribution or harassment.

Article VI Officers

Section 1 - Titles: The organization shall have a President, Vice President, Secretary and Treasurer. These officers comprise the Executive Committee.

Section 2 - Qualifications: All officers must be currently enrolled students, carrying a minimum of six (6) credits, 2.0 minimum GPA and members of the organization.

Section 3 - Term of Office: The term of office shall be from election until the end of the academic year. A student may serve as an officer for no more than two terms.

Section 4 - Election: Election of officers shall be held annually. Nominations shall be initiated from the floor. Candidates must accept the nomination and speak about their qualifications for serving as an officer. Elections will be done by a ballot.

Section 5 - Duties of Officers: Duties to be determined by Executive Committee.

Section 6 - Resignation: An officer advisor may by submitting a letter to the Advisor.

Section 7 - Removal of Officers: Any officer who fails to fulfill the responsibilities, duties, and/or minimum qualification of the position, engages in abuse of power of office, engages in behavior and conduct unbecoming of an officer/student leader may be removed as an officer by a unanimous vote of the other members of the Executive Committee.

Article VII **Advisor**

Section 1 - Eligibility: The advisor to the organization shall be a full-time employee at Central Arizona College. The organization is free to select any eligible employee to serve as the advisor to the organization.

Section 3 - Term of Service: The advisor shall be confirmed annually by the general membership of the organization. The advisor may resign by submitting a letter to Director for Student Engagement if prior to annual confirmation or by asking to have his/her name withdrawn from confirmation.

Section 4 - Duties of Advisor: To be determined by the Executive Committee

Article VIII **Finances**

Section 1 - On-Campus Account: The organization shall be assigned a budget code for revenues and expenses by the college. The organization shall not maintain an off-campus account.

Section 2 - Dues: The organization has the option of charging quarterly or yearly dues, which shall be collected upon active membership in the organization (*if applicable*).

Section 3 - Revenues: The organization may generate revenues through fund-raising activities approved by the Director for Student Engagement. Appropriate accounting procedures shall conform to college and state policy.

Section 4 - Expenditures: The organization may make expenditures with the approval of the organization treasurer and advisor. Expenditures shall conform to college and state policy.

Article IX **Meetings**

Section 1 - Notice of Regular Meetings: At least 3 days notice shall be given for each regular business meeting.

Section 2 - Special Meetings: Special or emergency meetings may be called with at least twenty-four hours notice by the Executive Committee.

Section 3- Structure: The meetings shall include a quorum, order of business, and disposition of the minutes.

Article X **Amendments**

Amendments to the Constitution must be presented two weeks prior to the ratification vote and may be initiated by any officers or members of the organization. Amendments must be approved by three-fourths (3/4) vote of the Executive Committee and ratified by a simple majority vote of the member students. Amendments to any article or section of the Constitution shall render each previously recognized corresponding article or section null and void.