

CLUB NAME Constitution

Last Updated:

Article I: Name

The Name of the organization shall be the CLUB NAME.

Article II: Purpose

The purpose of this organization shall be to XXX. This club shall promote XXX.

Article III: Goals

Article IV: Membership

- A. Membership in this organization shall be open to all students in good standing currently enrolled at Smith College (or a Five College institution) regardless of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act.
- B. Membership shall be retained until the student severs relations with the College whether by graduation or otherwise. Membership will be retained during the vacations and recesses of the College.
- C. Active Membership requires XXX. An active member must attend at least X number of meetings each semester.
- D. In accordance with the Smith College Student Handbook and Massachusetts state law, there shall be no hazing, harassment or mandatory participation in activities in which a member does not wish to participate. Hazing and the punishments are defined by the Smith Student Handbook.
- E. If a member fails to comply with Smith College policies, or behaves in a manner contrary to the Smith College Handbook, they may be asked to leave the organization by a majority of the Executive Board.

Article V: Meetings

- A.

Article VI: Executive Board

- A. The purpose of the Executive Board is to work together to make democratic decisions for the team.
- B. The Executive Board shall meet XXX to discuss administrative concerns and details and shall call relevant matters to the attention of the advisor (if applicable), the Student Government Association, and/or the administration.
- C. The members of the Executive Board will record for future holders of their offices the details of their responsibilities and actions over their terms of office, to be compiled and passed down to each new board member.
- D. A title/position may be shared between two people on the Executive Board if necessary.
- E. If a member of the Executive Board does not fulfill responsibilities to the satisfaction of the majority of the Executive Board, or does not meet the obligations of active members described in Article III: Membership, they may be asked by that majority to resign their position which would become open to re-election by the organization at the earliest opportunity.
- F. President
 1. Moderates board and general club meetings.

2. Deals with coordination of matters between the club, the administration, and the Student Government Association.
 3. Works with the Treasurer to establish a budget with the advice and consent of the Executive Board.
 4. Shall appoint committees and committee chairs when necessary.
 5. Shall explain the Smith College Hazing Statutes at the beginning of each season. Ensures that all members adhere to these standards and oversees deliberations of the Board surrounding any member who fails to abide by these regulations.
 6. Responsible for arranging Smith College space for meetings and events.
 7. Shall distribute copies of the constitution to the Executive Board members at the beginning of each year.
 8. Shall distribute the Five College Waiver to all club members at the beginning of the year and ongoing as new members join the organization
 9. Shall run club elections at the end of each year.
 10. Shall serve a term of one year, with the ability to run for re-election.
- G. Vice President
1. Second in command, next to the President.
 2. In the absence of the President, the Vice President shall reside on their behalf.
 3. Shall assist the President in running meetings.
 4. Shall serve to assist the President in the administration of the CLUB.
 5. Shall attend weekly Executive Board meetings.
 6. Shall serve a term of one year, with the ability to run for re-election.
- H. Treasurer
1. Shall take charge of the CLUB's funds and shall keep detailed, thorough, and accurate financial records throughout the year. (To be turned in and reviewed at end of spring semester, after which to be given to newly elected Treasurer.)
 2. Shall meet with the President to draft the CLUB budget, subject to the advice and consent of the board.
 3. Shall submit and provide support for the CLUB budget with the ???.
 4. Shall apply for funds from any and all necessary discretionary funding requests.
 5. Shall submit monthly budget updates to the President and to the Executive Board.
 6. Shall attend weekly Executive Board meetings.
 7. Shall serve a term of one year, with the ability to run for re-election.
- I. Secretary
1. Shall attend weekly Executive Board meetings.
 2. Shall take minutes at all meetings pertaining to the CLUB.
 3. Shall serve a term of one year, with the ability to run for re-election.

Article VII: Elections

- A. Elections will be held once a year, at the end of each year, unless there is an opening of a position.
- B. Only active team members may run or vote in elections.
- C. A person may run in consecutive years.
- D. A majority vote of team members is necessary to win all offices.
- E. If a majority is not won by a single candidate, a runoff shall be held between the two top candidates.
- F. Nominations shall be vocally announced and followed by the acceptance of the nominated.
- G. A person may nominate themselves.

- H. Voting shall be by secret ballot.
- I. Should a Board member step down from their position, the vacancy shall be filled by an active member with a majority vote from the team.

Article VIII. Method to Impeach Officers

- 1. Should any member of the club wish to impeach an officer, one may anonymously file a complaint with any officer of the organization.
- 2. A special Executive Board meeting shall be called to discuss the complaint and determine whether there are valid grounds for impeachment.
- 3. Impeachment proceedings must be approved by the Executive Board by a vote of 50%+1.
- 4. The case of the officer in question shall be reviewed and voted on by the general membership at the subsequent meeting.
- 5. The officer in question shall be impeached by a two-thirds majority vote of the general membership.

Article IX: Funding

- A. CLUB shall be funded by the Organizational Resource Committee, Finance Committee, any other discretionary funding that may be awarded to the organization by the College.
- B. The organization shall also conduct independent fundraising efforts if necessary.

Article X: Ratification / Amendments

- A. Any member of the team may bring proposed changes of the Constitution to the Executive Board.
- B. The Constitution and/or amendments will be presented to the Executive Board and must be passed by a 50% plus one vote.
- C. Amendments of the Org Constitution must also be passed by a majority vote of 2/3 by the members of Rules Committee.

Article XI. Affiliations

- A. Smith College
 - a. This organization is a recognized student organization at Smith College, but is not part of the College itself.
 - b. In all correspondence and CLUB transactions, it may refer to itself as an organization at Smith College, but not as part of Smith College itself.
 - c. CLUB accepts full financial and production responsibility for all activities it sponsors.
 - d. CLUB agrees to abide by all pertinent Smith College policies and regulations. Where Smith College policies and regulations and those of CLUB differ, the policies and regulations of Smith College will take precedence.
 - e. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.
- B. CLUB, Inc.

- a. CLUB NAME is the Smith College affiliated chapter of CLUB, Inc., a 501(c) 3 governmental non-profit organization which abides by all legal guidelines as stipulated by the U.S. State Department and U.S. Embassies.
- b. Though CLUB NAME may be loosely affiliated with CLUB chapters at other Universities, is not bound by any of its rules or regulations.

ARTICLE XII.

THE NON-DISCRIMINATION POLICY FOR ORGS WITH SMITH MEMBERS ONLY

Membership in this organization shall be open to all students in good standing currently enrolled at Smith College regardless of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, gender identity, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act.

or

THE NON-DISCRIMINATION POLICY FOR ORGS WITH 5 COLLEGE MEMBERS

Membership in this organization shall be open to all students in good standing currently enrolled at Smith College (or a Five College institution) regardless of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, gender identity, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act.

ARTICLE XIII.

ANTI-HAZING STATUTE

In accordance with the Smith College Student Handbook and Massachusetts state law, there shall be no hazing, harassment or mandatory participation in activities in which a member does not wish to participate. Hazing and the punishments are defined by the Smith Student Handbook, which states.....

“Though it is not uncommon for the student community to engage in humorous pranks, all individuals and groups are expected to ensure that such activities never exceed the bounds of good humor and respect for others. Such activities must never infringe on a student’s rights, inflict physical or psychological pain, causes personal humiliation or damage to college or personal property, see the Hazing Statute for additional information. Any action that gives rise to such consequences will be subject to disciplinary action and possible prosecution under Massachusetts State Law.”