**Marymount Manhattan College**

**Constitution**

**of the**

**(Organization Name)**

**Drafted: Date**

**ARTICLE I. Name**

The official name of this organization shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Marymount Manhattan College. Neither the student organization nor its representatives may suggest that either is acting with authority or as an agent of Marymount Manhattan College.

**ARTICLE II. Purpose**

The purpose of this organization shall be to promote: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**ARTICLE III. Membership**

Section 1. All Marymount Manhattan College students who are interested in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are eligible for membership into the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Marymount Manhattan College.

Section 2. In order to be regarded as a regular member of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Marymount Manhattan College with voting privileges, a student must participate in at least two of the organization's sponsored functions per semester, maintain a 75% attendance record, and maintain good academic and judicial standing with Marymount Manhattan College.

Section 3. All MMC Registered Student Organizations are required to abide by the institution’s policy of inclusion and must refrain from discriminatory practices that run counter to such philosophies. See ARTICLE VIII. Declaration of Non Discriminatory Practices

**ARTICLE IV. Officers**

Section 1. The officers of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Marymount Manhattan College shall consist of President, Vice President, Secretary, Treasurer.

Section 2. The officers of the organization shall be elected by the membership of the group by simple majority vote by March 30th of the spring semester specified by the Student Development and Activities organization registration policy.

Section 3. All officers serving as an executive officer (E-Board) must maintain a 2.5 GPA

Section 4. The duties of the President shall include, but not be limited to:

A. Represent the organization in its dealings with the College and community at large.

B. Preside over the meetings of the organization and function as the Parliamentarian at

 all official meetings.

C. Appoint chairpersons to special committees as the need arises to complete the work of

 the organization and to call special meetings as necessary as may be provided in the bylaws.

D. To perform any additional duties as may be prescribed for the President in the bylaws.

E. Responsible for submitting Co-Sponsorship application

F. Allowed to pull funds out of on-campus account

Section 5. The duties of the Vice President shall include, but not be limited to:

A. To perform the duties of the President in their absence.

B. In the event of the inability of the President to fulfill the duties of their office

 for whatever reason, the Vice-President shall assume the office of the President

 temporarily until a new president can be elected as may be further articulated in the bylaws.

C. Coordinate the functioning of any standing or special committees for the organization

 as may be prescribed in the bylaws.

D. Assist the President where necessary in representing the organization to the College

 and community at large.

 E. Perform any additional duties prescribed for the Vice President that may be articulated in the bylaws.

Section 6. The duties of the Secretary shall include, but not be limited to:

A. Keep an accurate attendance record of all of the organization’s meetings and report to the

 President any members who have failed to maintain a good attendance record.

B. Keep accurate minutes of all regular and special meetings of the organization, which will

 be presented at each subsequent meeting.

C. Handle all of the correspondence done by the organization and to coordinate any publicity

 done by the organization.

D. Perform other duties which may be prescribed for the Secretary in the bylaws.

Section 7. The duties of the Treasurer shall include, but not be limited to:

A. Maintain an accurate accounting of all financial transactions of the organization.

B. Present a financial report at all organization meetings of the financial transactions to date

 and report the current balance.

C. Handle all responsibilities related to maintaining the organization’s student organization fundraising account in the Office of Student Development and Activities.

D. Coordinate all fund-raising activities for the organization.

E. Perform other duties as may be prescribed for the Treasurer in the bylaws.

F. Allowed to pull funds out of on-campus account

**ARTICLE V. Requirements for Officers**

The officers of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Marymount Manhattan College to be eligible to be elected to the office and to hold the office shall fulfill the requirements of the policy on eligibility for extracurricular activities at Marymount Manhattan College.

Section 1. Officers of all RSOs must abide the code of conduct established for students on campus in addition to upholding community and academic standards

1. Must maintain a GPA of 2.5 to be eligible for office as well as to maintain office once elected
2. Must be in good standing with the Division of Student Affairs
3. Must maintain academic standards of integrity

**ARTICLE VI. Meetings**

Section 1. Regular meetings of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Marymount Manhattan College shall be held at least twice a month during the regular academic year. Specific meeting times and places should be listed in the bylaws.

Section 2. The president or advisor may call special meetings within 48 hours’ notice to all members of the organization.

**ARTICLE VII. Finances**

Section 1. All money received, for whatever purpose, will be deposited with the office of Student Development and Activities by completing a fundraising deposit form.

Section 2. All disbursements will be made by requisition in the office of Student Development and Activities in Carson Hall, Suite 807

Section 3: Only the President or Treasurer may request funds from student organization’s account

**ARTICLE VIII. Declaration of Non-Discriminatory Practices**

Any student organization that practices discrimination, except as provided by law will be in danger of removal of its charter and withdrawal of College recognition. This means that any student who presents themselves for membership in your organization must be accepted as long as they meet the necessary requirements as applied to all potential members. In case of the establishment of recognized social sororities and fraternities, this means that any student who represents themselves for participating in intake activities must be accepted for this program and must be treated in exactly the same manner as all others. All requests for literature related to your organization and to new member intake must be filed without regard to race, color, gender, sexual orientation, gender expression, creed, national origin, or membership in an otherwise marginalized population. Charges of discrimination will be investigated thoroughly and appropriate action taken.

**Article IX. Advisor Expectations**

All recognized student organizations are required to have an advisor. Any full‐time member of the Marymount Manhattan College faculty, staff or administration that has completed a minimum of 3 months of employment is eligible to serve as an official on campus advisor to any registered student organization at Marymount Manhattan College.

Expectations

1. The advisor serves in a voluntary capacity to the club and provides guidance, direction, advice, and continuity to both the members and officers of the club.
2. The advisor should be informed of what the organization is doing and invited to attend meetings and organization activities.
3. Goals and ideas for the organization should be discussed with the advisor.
4. Assist with officer transition and new officer training where appropriate and able.
5. Be familiar with national structure and services (if relevant).
6. Explain and clarify College policies and procedures that apply to the organization.
7. Maintain an awareness of the activities and programs sponsored by the organization.
8. Maintain contact with the Office of Student Development and Activities.
9. Meet with leaders and officers to discuss upcoming meetings, programs, long-term plans, goals and problem solving as frequently as possible.
10. Review and approve organization financial transactions.
11. An Advisor's signature is required on all forms for scheduling meetings, activities and off campus speakers.
12. It is the Advisor's responsibility to verify that officers and members are meeting MMC student organization eligibility requirements.

**ARTICLE X. Elections**

Election rules and procedures, appointment and ratification procedures, and other procedures and guidelines including eligibility for officers, the nomination process, balloting procedures, and similar guidelines must be specified. The election must be completed by March 30th.

A: Nominations for all officers will take place annually from the members at the last general meeting in the spring semester. Any member may nominate any other voting member, including themselves. Nominations may also be made during the election meeting prior to closing of nominations.

B: Voting will occur by secret ballot or a simple majority vote, and is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office.

**ARTICLE XI. QUORUM**

Quorum is definite as the minimum number/percentage of members necessary for any voting that occurs within the organization. Quorum should be defined as at least 50% of the organization’s membership.

1. A quorum shall consist of 50% of the total membership + 1 and must be present to conduct business.

**ARTICLE XII. NON-HAZING STATEMENT**

A.Hazing will not be used as a condition of membership in this organization. For a definition of hazing, please see the Marymount Manhattan College *Student Organization Manual.*

**ARTICLE XIII.****Officer/Member Removal**

A. Officers or Members may at any time choose to remove themselves from the group.

B. If an officer or member conducts themselves in such a manner deemed detrimental to advancing the cause of this organization or is in violation of the Marymount Manhattan College Student Code of Conduct, they can be removed through a due process that must include a majority vote of the other voting membership or unanimous vote of the officers and members, under the counsel of the advisor.

C. If the member would like to appeal the decision of the organization, that member must draft a statement and submit it to the Assistant Director of Student Development and Activities.

**ARTICLE XIV. Bylaws**

Section 1. The bylaws of the organization shall be used to provide more specific information that expands on the information already provided for in the constitution. These bylaws may not rescind, negate, or conflict with any part of the Constitution, or any policy set by the local, state and national governments.

Section 2. The bylaws will be set forth by 2/3-majority vote of the voting membership of the organization. Any subsequent changes to the bylaws will be set forth by proposal from the floor during any regular or special meeting and requires 2/3-majority vote of the voting membership of the organization. The signature of the President and Advisor(s) of the organization will officially ratify the bylaws. The new set of bylaws will replace the previously ratified set and will be enforced from that date forward.

Section 3. The meeting times and places will vary.

**ARTICLE XV. Amendments**

This constitution may be amended or revised at any time by a 2/3-majority vote of the voting membership and upon approval of the College through the Office of Student Development and Activities. At that point, all previous constitutions would be substituted with the newly enacted constitution.