

MODEL CONSTITUTION

SAN JACINTO COLLEGE

Pasadena, Texas

Constitution

of

(organization name)

PREAMBLE

(optional)

ARTICLE I NAME

ARTICLE II PURPOSE

Section 1. State group's purpose.

ARTICLE III MEMBERSHIP

Section 1. Obtaining membership.

Section 2. Requirements and qualifications for membership, selection and removal process, dues structure.

NOTE: The organization may not discriminate on the basis of race, age, sex, handicap, religion, national origin. Only social fraternities and sororities may discriminate on the basis of sex as provided by Federal Law.

ARTICLE IV ADVISOR

Section 1. Selection – must be a faculty or administrative staff member of San Jacinto College – Central and the advisor must be approved by the Student Engagement and Activities Office. Also state method of selection and removal; qualifications, and functions.

Section 2. Responsibilities.

ARTICLE V OFFICERS

Section 1. Positions and qualifications, specific dues, duration of terms, election and removal procedures, and procedures for filling vacancies.

ARTICLE VI DUTIES OF OFFICERS

Section 1. President/Manager/Captain/Leader

Section 2. Vice President/Co-Manager/Co-Captain/Co-Leader

Section 3. Other officers, etc.

ARTICLE VII ELECTIONS

Section 1. Procedure for nomination of officers.

Section 2. Voting.

Section 3. Time of election.

ARTICLE VIII DUES AND FEES

Section 1. Regulated in the By-Laws

Section 2. All accounts of the organization are subject to audit by the Student Life Office at the end of every semester or at any other specified time deemed necessary by the Student Life Office.

ARTICLE IX COMMITTEES

Section 1. Executive Committee membership, quorum and duties.

Section 2. List other committees individually with membership, formation procedure, and functions.

ARTICLE X MEETINGS

- Section 1. Number of meetings.
- Section 2. Provision for special meetings.
- Section 3. Absences of members.
- Section 4. Parliamentary procedure to be followed.

ARTICLE XI Travel

- Section 1. General rule or process by which students are selected/approved to travel with organization. (Note: SEA already requires a 2.0 GPA and good standing with the college)
- Section 2. Provision for determining traveler selection when a limited number of members can participate.
- Section 3. Statement regarding standards of behavior during club travel.

ARTICLE XII QUORUM

- Section 1. Minimum number of members needed for transaction of business/to conduct an official meeting of the organization.

ARTICLE XIII AMENDMENTS

- Section 1. Procedure for proposing amendments.
- Section 2. Procedure for adoption of amendments+.
- Section 3. Amendments subject to approval of Subcommittee on Student Organizations.

ARTICLE XIX RATIFICATION

- Section 1. State requirements for approval and update of this document.