**Format for Constitutions**

**These are only the minimum requirements for all student club constitutions. You club may certainly expand upon these minimal requirements.**

**PREAMBLE**

(Scope, purpose, objectives, goals of club)

**ARTICLE I**

“The name of this organization shall be _______________________________; hereafter it may be referred to as _______________________________.

**ARTICLE II- MEMBERSHIP**

Section A. Membership must be open to all currently enrolled students at SUNY New Paltz.

Section B. “policies, regulations, and practices do not restrict membership on the basis of race, creed, natural origin, age, disability, sexual orientation, gender identity, marital status.”

Section C. “All student members must maintain a 2.0 GPA and good standing according to the SUNY New Paltz Student Code of Conduct.”

Section D. Specific qualifications unique to organization (honor society rules, etc.)

Section E. Voting Members (define what qualifications are needed to be eligible for voting on group decisions, elections, etc.).

**ARTICLE III- Meetings**

Section A. General frequency.

Section B. Quorum (how many people or percentage of members need to be present in order for a vote to occur and when it’s used).

**ARTICLE IV.- Executive Board**

Section A. Positions and duties.

Section B. Qualifications.

Section C. Vacancies. (what is the process for replacement of an officer when a vacancy occurs)

Section D. Length of Terms

**ARTICLE V.- Elections**

Section A. When they are held (preferably in April).

Section B. Procedures and Process.

Section C. Voting Eligibility.

**ARTICLE VI.- Impeachment/Removal of Officers**

Section A. Grounds for impeachment.

Section B. “Any member of the organization has the power to initiate impeachment proceedings.”
ARTICLE VII - Succession
Section A. If the presidency falls vacant, the vice-president fills the post.
Section B. All other vacancies are filled by the election process or other such process determined here.

ARTICLE VIII - Committees
Section A. Name of standing committees with duties and responsibilities, selection process for being committee, and chaired by whom.

ARTICLE IX - Advisor(s)
Section A. Selection Process or Determined by.
Section B. roles and responsibilities.

ARTICLE X - Amendments
Section A. Procedures.
Section B. “The proposed amendment is then ratified after it is given approval by the Office of Student Activities and Union Services.”

*Please include the date of when the constitution was approved. Any revised copies should also include the date of when they were approved.