

Sample Club Constitution

Eastern Connecticut State University

United Voices of Praise

Constitution

The mission of the United Voices of Praise is to minister, and serve a higher being, Jesus Christ. Our mission is to reach the students of ECSU, and to allow them to grow not only mentally at this University but to enrich their spiritual being. The goal is for all members to rejoice and be able to carry out their newfound spirituality not just in their time here but in their life after Eastern.

http://www.easternct.edu/ecsustuctr/clubs_orgs/documents/ECSUSampleConstitutionREVISED_001.doc

ARTICLE I - NAME

Section 1. The name of the organization is the United Voices of Praise.

ARTICLE II - PURPOSE

Article II. Basis of Faith

Section 1

The basis of faith of this organization is as follows:

We believe in the:

- a. Unique, divine inspiration, entire trustworthiness, and authority of the Bible.
- b. Deity of our Lord Jesus Christ.
- c. Necessity and efficacy of the substitutionary death of Jesus Christ for the redemption of the world and the historic fact of his bodily resurrection.
- d. Presence and power of the Holy Spirit in the work of regeneration.
- e. Expectation of the personal return of our Lord Jesus Christ.
- f. Power of the gift of music, which God has given, to spread the Gospel of Jesus Christ

Article III. Purpose

Section 1

The primary purposes of this organization are:

- a. To witness that the Lord Jesus Christ is God Incarnate, and to seek to lead others to personal faith in Christ as Lord and Savior. This goal shall be accomplished through music, arts, and personal communications.
- b. To help Christians grow toward maturity as disciples of Christ by encouraging them to find a church home, by study of the bible, by prayer, and by Christian Fellowship.
- c. To present the call of God to the world mission of the church.

Section 2

The secondary purposes of this organization are to contribute to the educational, cultural and social climate of the university by:

- a. Developing healthy human relationships.
- b. Being aware of opportunities for social justice.
- c. Encouraging the development of educational, personal, musical and vocational skills.

d. Encourage members of the choir to agree with the overall purposes of the choir, as outlined in this entire article.

Section 3

It is of the utmost importance that all officers of this organization, appointed leaders, and outside individuals whom are invited to contribute to the mission of the choir, subscribe, without reservation, to the above purposes

ARTICLE IV - MEMBERSHIP

Section 1

This organization will be open to all students currently registered at Eastern Connecticut State University.

Section 2 Anyone who attends two consecutive meetings will be considered a voting member of the gospel choir. However, anyone who has two inexcusable absences from regular meetings during the same semester will lose their voting privileges.

Section 3

Any voting member unable to attend a meeting for an excusable reason may vote by an absentee ballot.

Section 4

Members of the choir are not required, but are highly encouraged, to subscribe to articles II and III of this constitution

Section 5

Membership shall not be denied to any student because of race, religion, gender, color, ancestry, national origin, age, sexual orientation, disability or veteran status except as sanctioned by federal or state law.

ARTICLE V - EXECUTIVE BOARD & OFFICERS

Section 1

The membership of the Executive Board shall consist of the President, Vice-President, Secretary, and Treasurer, Choir Advisor. The Faculty Advisor shall serve as a non-voting ex-officio member of the Executive Board.

Section 2

The Executive Board shall have general supervision of the affairs of the organization between its regular business meetings and shall make policy recommendations to the organization. The Executive Board shall be subject to the rules of the organization and shall not act in conflict with actions taken by the organization.

Section 3

The Executive Board shall have the power to establish all standing and ad hoc committees of the organization. The President, with the advice and consent of the Executive Board, shall have the power to appoint the chairpersons of all standing and ad hoc committees.

Section 4

The Executive Board shall meet weekly during the academic year. Meetings of the Executive Board shall be called by the President of the organization.

Section 5

A majority of the membership of the Executive Board shall constitute a quorum. All decisions made by the Executive Board shall be by a majority vote of the members present and voting.

ARTICLE VI - ENUMERATION OF POWERS AND DUTIES OF OFFICERS

Officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the organization. Duties shall include but shall not be limited to the following.

Section 1

The President shall:

- a. prepare the meeting agendas;
- b. have the power to call executive board meetings and all regular and special meetings of the organization;
- c. sign all official papers related to the club (including financial paperwork in the absence of the treasurer);
- d. have the power, with the advice and consent of the Executive Board, to appoint the chairpersons of all standing and ad hoc committees;
- e. appoint a temporary secretary to take minutes when the secretary is absent;
- f. act as the spokesperson for the organization;

- g. be an ex-officio member of all standing and ad hoc committees except the nominating committee.

Section 2

The Vice-President shall:

- a. assist the president with responsibilities as needed;
- b. carry out the duties of the president in the absence of the president;
- c. automatically assume the powers and duties of the President if the President resigns, if the office of President becomes vacant, or if the President is impeached;
- d. coordinate all social functions of the organization;
- e. serve as coordinator of all standing and ad hoc committees;
- f. be an ex-officio member of all standing and ad hoc committees.

Section 3

Treasurer shall:

- a. expend funds as authorized by the membership of the organization as indicated in the organization's minutes;
- b. keep an accurate account of all receipts, membership dues, and expenditures of the organization;
- c. complete, sign, and submit all financial paperwork;
- d. submit a financial report;
- e. keep track of the club's accounts, income, and expenditures;
- f. give a Treasurer statement of balance at every meeting;
- g. request financial assistance from the Student Government Association and Budget and Management Committee if needed;
- h. be responsible for the organization complying with the policies and procedures set forth by the Student Activities office.

Section 4

The Secretary shall:

- a. keep a proper record of all activities of the club, including the minutes of every meeting;
- b. take attendance at all business meetings of the organization;
- c. prepare a roll call of members and call it when necessary;
- d. authenticate by his/her signature all records and documents of the organization;
- e. carry on the official correspondence of the club; which will be signed by the president;

- f. give 72 hours of notice of all meetings;
- g. distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.

Section 5

Public Relation

- a. carry out the duties of the group's social media outlets and flyers.
- b. will creatively advertise group events on campus
- c. interact with members outside of the group on social media sites.
- d. reach out to other organization pertaining to the gospel choir.

The Director:

- a. Musically direct the choir.
- b. Teach songs to the choir.
- c. Have song selections prepared.
- d. Aid and coordinate functions and activities.

Assistant Director

- a. Assist the director with any need pertaining to the choir.
- b. Carry out any duties in the Director's absence.

ARTICLE VII - ADVISOR(S)

Section 1

The advisor shall be chosen by the membership at a duly constituted meeting of the organization by majority vote.

Section 2

The faculty advisor shall serve as a non-voting ex-officio member of the Executive Board.

Section 3

The advisors shall give advice for the better performance of the organization.

Section 4

The advisor shall meet his/her responsibilities to the organization as stated in written directives issued by the Student Activities Office and in the Club Advisor's Operating Manual located on the Student Activities Website.

Section 5 The advisor shall serve at the discretion of the University.

ARTICLE VIII - NOMINATION AND ELECTION OF OFFICERS

Section 1

Elections shall be held for all offices, including those that are filled temporarily, if needed.

Section 2

Officers shall be elected for a term of one (1) year or until their successors are elected. They shall hold office until when their successors shall assume office.

Section 3

Elections shall be held during the spring semester. Elections shall take place no earlier than December 1, and no later than February 12, of each year.

Section 4

Only active members shall be allowed to vote. Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by voice vote.

Section 5

Officers shall be elected by a majority of those members voting in the election. If no candidate receives a majority vote on the first ballot, a re-vote will occur with the President casting a vote.

Section 6

Notification of elections and nominations must be given a week's notice prior to voting.

ARTICLE IX - VACANCIES

Section 1

In the event of the vacancy of the office of President, the duties will be carried out by the Vice-President. The office of Vice-President will be offered to the Secretary and/or Treasurer. If neither officer wish to fill the Vice Presidency an election for the position will be held. If an existing officer does accept the Vice Presidency an election will be held for the vacant position.

Section 2

In the event of the vacancy of any other offices, the President will appoint a temporary officer and an election will be held as per the provision of Article VI Section 1.

ARTICLE X - IMPEACHMENT AND/OR RECALL

Section 1

Any officer is subject to impeachment and /or recall and removal from the office for failing to fulfill his/her constitutional responsibilities.

Section 2

An impeachment request must be given at least a week in advance of the actual impeachment voting. Both the request and the voting must take place during regular meetings.

Section 3

Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken. No officer shall be impeached except by a two-thirds (2/3) vote. Voting shall be by secret ballot.

Section 4

An officer who is impeached shall immediately relinquish his/her office but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit to the organization.

Section 5

If an officer is impeached, the organization shall fill the position following the procedures outlined under Vacancies.

Article XI - Meetings

Section 1

Meetings of the organization shall be held weekly during the academic year. There must be 48 hours of notice of all emergency meetings.

Section 2

Quorum... a quorum shall be defined as 50% + 1 member of the club's total voting membership. A quorum must be present for any action to take place by membership.

Section 3

A quorum shall be required to conduct any official business of the organization except to adjourn.

Section 4

If voting results in a tie a revote will take place with the President casting a vote.

Article XII - Amendments

Section 1

Amendments to this constitution must be approved by a 2/3 majority of the voting membership present.

Section 2

Proposed amendments to the constitution shall be automatically tabled until the next scheduled meeting of the organization.

Section 3

Prior written notice of the proposed change(s) and the date of the meeting at which the proposed change(s) shall be voted on shall be provided to all members of the organization.

Section 4

The constitution may be amended at a duly constituted meeting of the organization by a two-thirds (2/3) vote provided that prior notice has been given.

Article XIII - Parliamentary Authority

Robert's Rule of Order, Newly Revised shall act as the Parliamentary authority for all meetings of the organization.

Article XIV - Ratification

This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association Budget and Management Committee.