

HOFSTRA UNIVERSITY
Student Government Association
CLUB CONSTITUTION

Date Approved: _____

Rules Committee Chair

PREAMBLE:

Under Article 1, Section 2, of the Student Government Association (SGA) Constitution, the following organization is hereby granted approval to function as a student organization for the best interest of the University community. It is the duty of this Student organization to follow the Student Government Association's Constitution, By-Laws and Policy Series.

ARTICLE I. NAME.

Section 1. The name of this organization shall be _____

ARTICLE II. PURPOSE.

Section 1. The purpose of this organization shall be _____

ARTICLE III. MEMBERSHIP

Section 1. Any full-time undergraduate student at Hofstra University may become a member.

Section 2. A graduate or part-time student may become a member if the activity fee is paid to the Office of the Bursar and proof of payment is presented to the Rules Chairperson and the Appropriations Chairperson.

- A. At no time shall membership of this club constitute more than one-half (1/2) graduate students.
- B. No graduate student will be permitted to hold any office in this organization.
- C. Graduate students will be allowed active membership status; which includes voting rights within the club.

Section 3. Status of Members

- A. Members shall be recognized as active after attending _____ meeting(s).
- B. Members who miss more than _____ meeting(s) in a row will be considered an inactive member.

- C. An inactive member may be reinstated to active membership by a _____ vote of the active membership present and voting at the meeting.

Section 4. Only active members shall be allowed to vote at regular meetings.

ARTICLE IV. OFFICERS AND THEIR ELECTION.

Section 1. The titles and names of the officers shall be:

- A: President
- B: Vice President
- C: Treasurer
- D: Secretary
- E: _____
- F: _____

The length of the officers' terms shall be _____.

Section 2. Election Procedure:

- A. Elections shall be held _____.
- B. The presiding officer shall take nominations from the floor. Any active member may nominate any other eligible active member for any office.
- C. There shall be a closed ballot and election shall be constituted by a simple majority of active members present and voting,
 - 1. If a majority is not obtained by any one candidate the 2 individuals with the highest percentage of votes will face-off in a second election to be held in the same day.
 - 2. If there is a tie in the percentage of votes cast in the first election, all of the candidates will reintroduce themselves and proceed with another election until there is either a clear majority or 2 individuals with the highest percentage which refers back to number (1).
- D. All ballots must be cast in person. No voting by proxy will be permitted at any election. However, if an active member cannot attend the elections, he or she may hand in a signed written ballot to the advisor, before the election.
- E. The order of voting shall be from the most important position to the least important (i.e. Present, Vice-President, Secretary, Treasurer).
- F. Elected officials shall take office _____.
- G. Procedure in the event of resignation, removal, or vacancy:
 - 1. Any vacancy in the Presidency shall result in the succession of the Vice-President to the Presidency.
 - 2. If for any reason the Vice-President cannot assume the presidency, an election shall take place as soon as possible to elect a new president.

3. Any vacancies in any other office shall be temporarily filled by an appointment by the president until a proper election can be held.
- H. All elections must be done in the presence of a Student Government Association Representative.

ARTICLE V. MEETINGS.

Section 1. Meetings shall be held at least _____. The exact time and date shall be determined by a common agreement of the members.

Section 2. Special Meetings

- A. If one-third (1/3) of the club's active members present a petition in writing to the president, he/she is required to call a special meeting within 48 hours.
- B. During a special meeting, no removal of members/officers shall take place.

ARTICLE VI. REMOVAL OF MEMBERS.

Section 1. If it is determined that a member/officer is not fulfilling the duties of his/her position, or is violating the rules and procedures of the club, he/she shall be removed in the following manner.

- A. An impeachment committee will be formed to collect and bring charges against the member/officer.
- B. The impeachment committee will send a letter to the member/officer notifying him/her of the date of the impeachment vote.
- C. The committee will present their findings to the club.
- D. The member/officer will have a chance to rebut the charges.
- E. After all procedures have been carried out, a two-thirds (2/3) vote of all active members is required to remove the member/officer.

ARTICLE VII. METHOD OF AMENDMENT.

Section 1. Proposed amendments to this constitution shall be presented at any regular meeting and shall be ratified by two-thirds (2/3) vote of the active members present and voting at the following regular meeting.

Section 2. All amendments must be approved by the Rules Committee Chair of the Student Government Association.

HOFSTRA UNIVERSITY
Student Government Association
CLUB BY-LAWS

ARTICLE I. MEMBERSHIP.

Section 1. An advisor to the organization shall be selected by a simple plurality of active members present and voting at a regular meeting. The advisor must be approved by the Rules Committee.

Section 2. All other stipulations are listed in the Constitution.

ARTICLE II. DUTIES OF OFFICERS.

Section 1. It shall be the duty of the President to:

- A. Preside at full meetings of the club.
- B. Act as a member ex-officio of all club committees.
- C. Represent the club where such representation is required, requested, or deemed appropriate and/or acceptable.
- D. Carry out or delegate all duties not specifically vested in any other officer of the club.

Section 2. It shall be the duty of the Vice President to:

- A. Assume the duty of the President in the event of a resignation or removal of the President or in the event that the President cannot for any reason fulfill his/her duties.
- B. In the event that a chairperson of any committee is unable to fulfill his/her duties, the Vice President will act as temporary chairperson until a new one is appointed.
- C. Assist the President when assistance is required.

Section 3. It shall be the duty of the Treasurer to:

- A. Meet with the Internal Review and Control Board representative when deemed so necessary by the appropriate committee.
- B. To keep track of all records concerning all club funds.
- C. To attend appropriations committee meetings when necessary.

Section 4. It shall be the duty of the Secretary to:

- A. Keep complete minutes of all the club meetings.
- B. Preserve carefully all the records and materials accumulated in connection with his or her work and transfer them to his or her successor.
- C. Be in charge of all correspondence.

Section 5. It shall be the duty of the _____ to:

- A. _____.
- B. _____
- C. _____
- D. _____
- E. _____

Section 6. It shall be the duty of the _____ to:

- A. _____
- B. _____

ARTICLE III. MEETINGS.

Section 1. A quorum of the transaction of business at any meeting shall be a majority of the active members.

Section 2. Only active members may be permitted to vote at meetings.

ARTICLE IV. COMMITTEES.

Section 1. The number, nature, duties and members of committees shall be determined by a majority vote of the active members present and voting at regular meetings.

ARTICLE V. METHOD OF AMENDMENT.

Section 1. Proposed amendments to this constitution shall be presented at any regular meeting and shall be ratified by two-thirds (2/3) vote of the active members present and voting at the following regular meeting.

Section 2. All amendments must be approved by the Rules Committee Chair of the Student Government Association.

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