

# **HOFSTRA UNIVERSITY**

Constitution for  
(Name of Organization)

## **ARTICLE I. NAME.**

Section 1. The name of this organization shall be

## **ARTICLE II. PURPOSE.**

Section 1. The purpose of this organization shall be to

## **ARTICLE III. MEMBERSHIP**

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

- No undergraduate student will be permitted to hold any office in this organization.
- All members will be allowed active membership status; which includes
- voting rights within the club.
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Section 3. Status of Members

- Members shall be recognized as active after attending \_\_\_\_\_ meeting(s).
- Members who miss more than \_\_\_\_\_ meeting(s) in a row will be considered an inactive member.
- An inactive member may be reinstated to active membership by a 2/3
- 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-
- The length of the officers' terms shall be
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### **Section 2. Election Procedure:**

A. Elections shall be held *before the end of each academic year.*

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 faceoff 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 following graduation of the academic year.

G. Procedure in the event of resignation, removal, or vacancy:

- Any vacancy in the Presidency shall result in the
- succession of the Vice-President to the Presidency.
- 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.
- 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 majority of officers in addition to two-thirds vote of active members.

## **ARTICLE V. MEETINGS.**

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

### **Section 2. Special Meetings**

- 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.
- 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.

- An impeachment committee will be formed to collect and bring charges

- against the member/officer.
- The impeachment committee will send a letter to the member/officer
- notifying him/her of the date of the impeachment vote.
- The committee will present their findings to the club.
- The member/officer will have a chance to rebut the charges.
- 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 a majority of officers in addition to two-thirds vote of active members.

## **ORGANIZATION 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.

### **ARTICLE II. DUTIES OF OFFICERS.**

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

- Preside at full meetings of the club.
- Act as a member ex-officio of all club committees.
- Represent the club where such representation is required, requested, or deemed appropriate and/or acceptable.
- 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:**

- 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.
- 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.
- Assist the President when assistance is required.

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

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

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

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

**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.**

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Section 2. All amendments must be approved by a majority of officers in addition to two-thirds vote of active members.