



BASIC GUIDE FOR DRAFTING A CONSTITUTION

All articles must remain in the same order

Sections may be added to articles

Articles or sections may not be removed

Article I – Club Name (optional wording)

The name of this organization shall be [state the purpose and goals of the organization]

Article II- Purpose (optional wording)

Section 1. The purpose of this organization shall be [state the purpose and goals of the organization].

Section 2. A statement concerning the ways and means the organization will follow to reach and fulfill its desire, purpose and goals.

Section 3. A statement concerning the need for the establishment of such an organization at John Jay College.

Article III- Membership

(All words in articles from this point on must remain the same)

Section 1. All regular members must currently be registered students of John Jay College of Criminal Justice.

Section 2. No person shall be denied membership or office because of national origin, race, sex, physical disability, political or religious beliefs, or sexual preference.

Section 3. Any person desiring membership shall register with the secretary at any time prior to or at a general membership meeting.

Section 4. A member must attend 3 meetings a semester in order to be on the active member roster.

Section 5. Any person may withdraw from the organization by notifying the secretary.

Article IV- Officers

Duties and Responsibilities

Section 1. The officers shall be a President, a Vice-President, a Treasurer and a Secretary.

President- Responsible for implementing and carrying out all decisions and presides over general meetings. The President will oversee all records and fiscal matter and is empowered to sign check requests in the absence of the Treasurer.

Vice-President- Assists the President in performing her/his duties, and acts as President when the President is not available.

Treasurer- Maintains financial records and performs related duties, such as signing check requests and preparing budgets.

Secretary- Keeps minutes of meetings and carries out necessary correspondence and related duties as assigned, such as keeping a roster of active members.

Section 2.

The above four members constitute the Executive Committee of the club. The Executive Committee shall be answerable to the general membership of the club.

The Faculty Advisor will be appointed by the Executive Committee subject to approval by a quorum of all the active (voting) members.

The President shall be the chairperson and presiding officer of the Executive Committee. In the event the President cannot continue as a member of the Executive Committee, the Vice-President shall assume the office.

Election Procedures

Section 1. All officers must be elected by majority vote.

Section 2. Nomination shall be accepted from the floor at the meeting prior to the election.

Section 3. Elections shall be by majority vote of the active board members present whose names appear on the membership roster.

Section 4. Contested elections must be referred to the Judicial Board.

Section 5. Either a Judicial Board Member or a Faculty Advisor must be present at all elections.

Term of Office

Section 1. All officers of this organization can serve one academic year and may be elected for additional years to the same office.

Eligibility

Section 1. All candidates shall have been a member of the organization for at least one academic term. Undergraduate candidates must have a grade point average of at least 2.5 at the time of their election and during their time in office. Graduate candidates must have a grade point average of at least 3.0 at the time of their election and during their time in office.

Article V- Impeachment of Members of the Executive Committee

Section 1. Impeachment proceedings may be brought against a member of the Executive Committee for negligence in carrying out the duties of his or her office, serious misconduct, and misappropriation of funds.

Section 2. Proceedings for impeachments may be instituted by three-quarters ($\frac{3}{4}$) of the executive committee or a petition signed by two-thirds ($\frac{2}{3}$) of the active members.

Section 3. A petition for the impeachment must be in writing, stating the reasons for impeachment and must be signed by two thirds ($\frac{2}{3}$) of the active members of the club. It must be forwarded to the Judicial Board who shall then notify, in writing, the person or persons being brought up against charges. The petition will be validated by the Office of the Dean for Admission and Registration or his designee.

Section 4. A hearing will be convened by the Judicial Board. The procedures for impeachment and removal from office of a club executive shall be carried out as established in Article IV, Section 1 through 4 of the Charter of the Student Government.

Article VI- Meetings

Section 1. There must be three meetings each semester.

Section 2. Special meetings of the organization may be held at any time upon the call of the Executive Committee or upon demand in writing, stating the object of the proposed meeting, by not less than 20 percent of the active members.

Section 3. A quorum will consist of half of all active members plus one.

Section 4. The Executive Committee will meet whenever it is deemed necessary by a majority (3) of its members.

Article VII- Amendments

Section 1. Amendments to this Constitution may be introduced from the floor and must be submitted in writing, at a general membership meeting.

Section 2. The entire active voting membership shall be notified in writing of the amendment, at least five (5) school days prior to the meeting which the amendment is to be considered.

Candidate

President's Signature

Candidate

Faculty Advisor's Signature

Date