

[Club Name] Constitution/By-Laws

ARTICLE I: NAME

Section A: Name – The name of this club shall be [Club Name] (Club Name Abbreviation).

ARTICLE II: MISSION STATEMENT

Section A: Purpose – The purpose of this club shall be:

To foster community among students with an interest in [Club's category/interest] on Santa Clara University's campus through [future club events examples]. To educate the Santa Clara campus about [Club's goal]. To establish a greater and more inclusive sense of community by collaborating with other student organizations.

ARTICLE III: MEMBERSHIP

Section A: Eligibility – Currently registered undergraduates, graduate students, faculty, staff, as well as community members may be active members of the [Club Name] (Club Name Abbreviation). We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, the performance of service, application for service, or obligation for service in the uniformed services).

Section B: Code of Conduct – All members of the organization are required to uphold local, state, and federal laws, Santa Clara University rules, and the organization's constitution. Members must also abide by the Santa Clara University Student Handbook, and all Santa Clara University Policies. Any members that violate these policies may be expelled from the organization, at the discretion of the club officers and advisor. The ASA complies with anti-discrimination policies Santa Clara University, titled Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct, which can be found in the Student Handbook. We will not haze.

Section C: Expectations – Only SCU student members may vote or hold office. Members are expected to attend events and meetings planned by the organization and participate in annual elections.

Section D: Removal – Removal of members may be considered on the grounds of a blatant violation of SCU's current anti-discrimination policies, outlined previously, and the campus code of conduct. Removal requires a unanimous vote of the presiding Executive Board.

ARTICLE IV: OFFICER TITLES AND RESPONSIBILITIES

Section A: Officers – The officers shall be the President, (or cochair), Vice President, Treasurer, VP of [name position], VP of [name position], VP of [name position], and Secretary. If all positions cannot be filled in any given year, the number of officers must be 3 with a President, a Vice President, and Treasurer.

Section B: President

- Represent the club to the general Santa Clara community (faculty, staff, students, other student organizations) and to outside communities and individuals.
- Appoint E-Board members for each school year if there are no self-nominated E-Board candidates to fill any vacant positions.
- Ensure the E-Board members have access to the resources needed to perform their duties.
- Preside over meetings and overlook work of other officers to ensure timely and correct completion (e.g., quarter budgets, registration forms, event posts, emails).
- Organize agendas for general-body and E-board meetings.
- Perform such other duties as ordinarily pertain to this office.
- Organize meetings for new Executive Board members to plan new events in the summer prior to the academic school year for funding eligibility.

Section C: Vice President

- Represent the club to the general Santa Clara community (faculty, staff, students, other student organizations) and to outside communities and individuals.
- Appoint E-Board members for each school year if there are no self-nominated E-Board candidates to fill any vacant positions.
- Ensure the E-Board members have access to the resources needed to perform their duties.
- Preside over meetings and overlook work of other officers to ensure timely and correct completion (e.g., quarter budgets, registration forms, event posts, emails).
- Organize agendas for general-body and E-board meetings.
- Perform such other duties as ordinarily pertain to this office.
- Organize meetings for new Executive Board members to plan new events in the summer prior to the academic school year for funding eligibility.

Section C: Treasurer

- Submit required forms for funding based on events planned by the E-Board by the announced deadlines.
- Manage [Club Name]'s quarter budgets throughout the quarter.
- Help acquire new streams of funding as needed.
- Fill out relevant paperwork (budget and reimbursement forms) with the help of [Club Name] President.

Section F: Advisor

- Be available to advise E-board on all matters pertaining to the activities of the organization.

ARTICLE V: OFFICER ELECTION OR SELECTION PROCESS

Section A: Eligibility – Officers must be full-time Santa Clara University students with demonstrated interest and some degree of prior involvement with [Club Name].

Section B: Elections – Candidates who wish to run for office may self-nominate at the final meeting of the Academic year. Candidates describe their interest, qualifications, and eligibility for the role. Closed voting takes place by ballot at the final meeting of the academic year. Candidates with the majority vote may fill the positions. In the event where there is a tie, tie-breaker elections will be held until a candidate wins by majority. Elections must take place in May and a new E-Board must be appointed by the last day of May.

Section C: Term – The officers shall serve for one academic year (1 Academic Year). The term of a newly elected E-board begins at the end of the previous academic year. From June to June.

Section D: Vacancy – If a vacancy occurs in any of the offices, an interest form may be distributed to find a replacement candidate. The candidate with the majority vote of the E-Board may fill the position. In the case that vacancy remains, the President may appoint a member to fill the position.

ARTICLE VI: VOTING ELIGIBILITY, QUORUM, AND MAJORITY

Section A: Voting Eligibility – Only SCU student members may vote.

Section B: Quorum – In order for E-Board voting to take place, $\frac{3}{4}$ of all SCU [Club Name] members must be present at the final General Meeting. Calling in may count towards quorum, but the individual calling in may not take part in the voting.

Section C: Majority – Majority by one percent is the minimum threshold in electing a new E-Board.

ARTICLE VII: AMENDMENTS

Section A: Changes – All constitutional amendments, additions, or deletions may be requested through a Google Form. Suggestions must be approved by a majority vote of E-board. Once approved by E-board, amendments may be approved by a two-thirds ($\frac{2}{3}$) majority vote of the chapter membership through an online polling method. Ratified amendments go into effect immediately following its ratification.

ARTICLE VIII: OFFICER REMOVAL, APPEAL, AND REPLACEMENT PROCESSES

Section A: Removal – Removal of an officer may be considered on the grounds of a blatant violation of SCU's campus code of conduct. Removal requires a unanimous vote of the presiding E-Board. In the event of dissatisfaction from the organization, a vote of no confidence can be called by any member of the organization. A call for a vote of no confidence must be seconded and must get $\frac{2}{3}$ majority vote. Following the successful vote of no confidence, an immediate election will take place in choosing an E-Board to finish off the academic year.

Section B: Appeal – An officer may appeal the decision of removal by having a meeting with the Executive Board. CSI may be requested to support with the appealing process as an intermediary.

Section C: Replacement – Once an officer is removed, the Executive Board may choose a new member to take the officer’s position. In the case of a cot of no confidence, as mentioned in Section A, a new Executive Board will be elected and finish off the academic year.

ARTICLE IX: MEETINGS

Section A: Meetings – General meetings shall be held monthly during the regular school year. At minimum, there must be 1-2 general meetings per quarter. Attendance and minutes must be recorded at each meeting. Majority of the executive board’s attendance is required to hold a meeting.

Section B: Special Meeting – Special meetings may be called by the Presidents with the agreement of the Executive Body.

ARTICLE X: COMMITTEES

Section A: Special Committees – The Executive Board may create special committees that serve year-long terms. Members interested in joining a particular committee may express interest in doing so through a Google Form. The President shall have the authority to appoint any special committees, with the approval of the Executive Board. All special committees should present their progress updates at the general body meetings that are held at least once a quarter. Any activities or events planned by special committees must be approved by Executive board (majority vote) before being announced to the general membership.