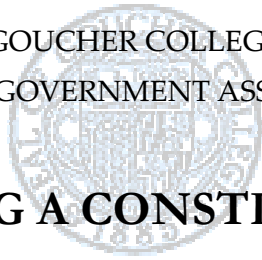


GOUCHER COLLEGE
STUDENT GOVERNMENT ASSOCIATION



WRITING A CONSTITUTION

A club's constitution serves as a guide to how a club will organize itself and more fundamentally, defines the club's purpose/mission. This constitution is intended to be a fluid document, amended as the club develops and as membership changes. Feel free to be as creative and innovate as you like!

The following information is required to be included in your club's constitution:

- The name of the club.
- The purpose/mission of the club.
- A section stating that *the club shall function in accordance to all SGA and campus regulations and policies.*
- A section stating that *the advisor of the club shall be a member of the institution's faculty or staff.*
- A section stating that *membership to the club is open to any current Goucher College undergraduate student.*
- The duties of the club's Executive Board members (President, Vice President, Secretary, and Treasurer).

The following is a suggested format for your club's constitution. You may use this as a guide - fill in the blanks, add or subtract from this format, or start from scratch.

Constitution of _____ club name _____.

Article 1: Name

Section A. The name of the organization shall be _____.

Article II: Purpose/Mission

Section A. The purpose/mission of _____ club name _____ is to

Section B. This organization shall function in accordance to all SGA and campus regulations and policies.

Article III: The Executive Board and SGA Representative

Section A. The Executive Board of this organization shall include a President (or Co-Presidents), Vice President, Secretary and Treasurer. The club may elect to have an SGA Representative if it chooses.

1. The President/Co-Presidents shall _____
_____.
2. The Vice President shall _____
_____.
3. The Secretary shall _____
_____.
4. The Treasurer shall _____
_____.
5. The SGA representative shall _____
_____.

Section B. The SGA Vice President will be notified of any and all changes of office as they occur.

Article IV: Membership

Section A. Membership is open to any current Goucher College undergraduate student.

Article V: Election of the Executive Board and the SGA Representative

Section A. Term of Office

1. The term of office for Executive Board members shall be _____ period of time _____.
2. The term of office for the club's SGA Representative shall be _____ period of time _____.

Section B. Election procedures

1. Each club member in attendance who has attended a majority of the club's meetings during the year shall be accorded one vote per office.
2. All elections will be held by secret ballot.
3. Following the election, the existing Secretary shall count the ballots.
4. A simply majority will constitute an officer's election.
5. In the event of a tie, a runoff election shall be held immediately in accordance with the procedure above.

Article VI: Meetings

Section A. All meetings of the club shall be held at a time and place determined by the organization at the beginning of the academic year.

Article VII: Amendments

Section A. This constitution may be amended by a two-thirds vote of the members of the club in accordance with the following procedures:

1. The proposed amendment shall be presented to and discussed among club members during a regular club meeting.
2. The vote to approve or deny the amendment will occur at least one after the presentation and discussion of the amendment takes place.
3. Amendments to this constitution shall be instituted by means of a two-thirds vote of the members present at a regular meeting of the club.
4. Following the approval by a two-thirds vote of an amendment, this constitution will be revised and all members not present will be made aware of the amendment in a timely fashion.