SAMPLE CONSTITUTION:

CONSTITUTION OF THE CAMPUS VOLUNTEERS ASSOCIATION
DATE (month & year)

Article I  Name
A. The official name of the organization will be the Campus Volunteers
Association (CVA) at Michigan Technological University.
Hereinafter referred to as the Association.

Article II  Objectives
A. To serve as a resource organization for volunteerism on the Michigan
Tech campus.
1. To be a clearinghouse for student volunteer activities on and off
the campus.
2. To coordinate volunteer activities in order to utilize the student and
financial resources at Michigan Tech.
B. Student organizations involved in philanthropic activities may join the
Association.

Article III  Membership
A. Qualifications
1. Voting membership shall be granted to those persons who are
currently registered and enrolled students at Michigan Tech.
2. In compliance with Michigan Technological University’s Board of
Trustees Equal Opportunity Policy effective February 24, 2011, the
Association will not discriminate on the basis of race, religion,
color, national origin, age, sex, sexual orientation, gender identity,
height, weight, genetic information or marital status. The
organization is also committed to the policy of not discriminating
against disabled individuals or veterans.
B. Class of membership
1. Regular membership shall be granted to any currently enrolled
student who indicates an interest and pays the dues.
2. Associate membership shall be granted to those persons who are
not registered students but have a commitment to helping others
through volunteerism.
C. Removal of members
1. A member may be disassociated from the organization on the
grounds of abusive behavior or behaviors destructive to the
organization and/or its purpose.
2. Removal will require a 2/3-majority vote of regular members, at a
meeting at which a quorum is present.
D. Only regular members have the right to vote and hold office.
Article IV Officers

A. Offices:
   1. President
   2. Vice President
   3. Secretary
   4. Treasurer
   5. Parliamentarian

B. Officer qualifications:
   1. All officers must be registered and enrolled Michigan Tech students.
   2. All officers must have at least a 2.25 GPA at the time of election.

C. Term of office
   1. Elections will take place at the first meeting of spring semester.
   2. The officers will begin their term in office immediately following the election and will serve through the election at the first meeting of spring semester the following year.

D. Elections
   1. Voting will be by secret ballot with the ballots being counted by the current secretary (unless they are running for an elected position, in which case another officer will take their place) and a member appointed from the regular membership (who is not running for office) and approved by a majority vote of the regular members.
   2. A simple majority vote of a quorum of the regular members shall determine the outcome.

E. Officer Duties
   1. President: the president shall preside over meetings and organize committees. He/she shall vote only to break a tie vote;
   2. Vice President: the vice president shall preside over the office of president when the president is absent and be the chair of the Public Relations Committee;
   3. Secretary: the secretary is responsible for meeting minutes and chairing the Membership Committee;
   4. Treasurer: the treasurer shall keep records of all income, expenditures, and other financial matters. He/she will prepare a budget before the end of spring quarter/semester with the assistance of the outgoing treasurer. The treasurer also chairs the Finance Committee.
   5. Parliamentarian: sees to it that meetings run smoothly. He/she serves as the historian of the Association.

F. Executive Board
   1. The executive board is comprised of the officers and advisor(s) (in an ex-officio capacity-defined as non-voting) of the Association.
   2. They will meet before each meeting to prepare an agenda.

G. Filling vacancies
   1. Vacancies are filled in the same manner as regular elections.
2. Vacancies must be filled at the next regularly scheduled meeting.
3. The president can appoint an interim to an office, until such time as the special-election takes place.

H. Impeachment
1. An officer may be removed from office on the grounds of malfeasance, misfeasance, or nonfeasance of their duties by a 2/3-majority vote of regular members, at a meeting at which a quorum is present.

Article V Advisor(s)
A. The advisor shall be a full-time member of the faculty or staff of the University. He/she maintains continuity, offers guidance, helps cut through red tape, serves as a sounding board, assists officers, and is an all-around resource person.

A. The Advisor is elected in the same manner as the officers (Article IV, D). The election results are then forwarded to Student Leadership & Involvement for approval.

B. The term of office for the advisor(s) is one year, renewable indefinitely.

Article VI Committees
A. Standing Committees:
1. The Public Relations Committee facilitates positive exposure of the Association through all forms of media including radio, TV, newspapers, electronic display, fliers, table tents, etc. It will maintain a friendly and cooperative relationship with all other campus organizations.

2. The membership Committee helps recruit new members and monitor the feelings and desires of the current membership. This committee is in charge of all membership awards and the annual spring banquet.

3. The Finance Committee assists the Treasurer in preparing a budget and makes recommendations for fund-raisers.
   a. Fund-raisers and membership dues will generate monies.
   b. The Undergraduate Student Government Allocation Committee will be approached each spring for funding.
   c. An expenditure over $10.00 will require approval of the Executive Board.
   d. An expenditure over $50.00 will require approval of the regular members.
   e. Monies will be kept in a recognized banking institution within Houghton county.
   f. All expenditure checks will require the signature of the Treasurer and Advisor.
   g. Sound bookkeeping practices will be maintained at all times.
B. Special committees will be formed as needed.
   1. The president with majority approval of the executive board appoints special committees.
   2. Special committees exist as long as the president deems them necessary; however, they may not exist longer than one year without being re-approved by the executive board.

Article VII  Dues
A. Payment of dues is a requirement of membership.
   1. The treasurer will recommend to the executive board dues for the upcoming year.
   2. The executive board will make a recommendation to the general membership for dues for the upcoming year.
   3. Dues will be set at the time of the annual officer elections. Dues will be approved by a majority vote of a quorum of the regular membership.
   B. Dues must be paid by the third week of each semester.
   C. Dues are paid to the treasurer.

Article VIII  Meetings
A. Types of meetings:
   1. Regular meetings will be held at least once per month during the academic year.
   2. Special meetings are defined as those meetings that take place outside of the regularly scheduled meetings.
B. Who may call meetings:
   1. Regular meetings are called by the president and are called based upon a schedule determined at the beginning of each term.
   2. Special meetings may be called by the president or at the request of at least three voting members.
C. Sixty percent of the regular members must be present to constitute a quorum.

Article IX  Constitution
A. Adoption
   1. This constitution must be ratified by a two-thirds majority of the charter membership.
   2. It will take effect when approved by the Office of Student Leadership & Involvement.
B. Amendments
   1. Any voting member may propose an amendment. This proposed amendment must be in writing and presented at a regular meeting.
2. Members must be notified that a vote will take place on an amendment at least one week prior to the meeting at which the vote is to occur.

3. A vote on said amendment will be taken at the next regular meeting to allow the membership to discuss and/or debate the pros and cons of the amendment. A two-thirds majority of the regular membership is required for passage.

4. *It will take effect when approved by the Student Leadership & Involvement.*