

## Constitution Checklist

Base your constitution on the following guidelines, **but remember to establish an interested group of students before formally applying for Student Club recognition:**

1. Organization Title
2. Purpose-state what the group's general focus will be.
3. Membership
  - a. The organization must be open to all students, but you may specifically target people who are interested in your special focus.
  - b. What are the criteria for membership? For example, how does a student become a member of the club or organization?
4. Office Structure
  - a. What are the titles of each officer?
  - b. What are the officers' basic responsibilities and duties?
    - i. At least one officer should have the job of maintaining communication with the Coordinator of Student Engagement.
  - c. How are the officers chosen, by election, or appointment?
  - d. What is the officer's term of office?
  - e. Vacancies—if an officer leaves the position, how is the vacancy filled?
5. Committees—are there any important standing committees which should be formed every year?
6. Meetings
  - a. How often will meetings occur?
  - b. How are decisions made? (consensus, vote, simple majority vs. 2/3)
  - c. Is a quorum needed to make decisions, and what is quorum?
7. Hazing Clause – the following clause **MUST** be written **EXACTLY** into all Saint Rose Student Association sponsored clubs:

Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with the organization with this organization is prohibited.
8. Amendments
  - a. How can the constitution be amended?
  - b. What is the necessary vote?
  - c. It should be written into the constitution that all amendments are subject to approval by the Coordinator of Student Engagement.
9. Advisor—all Saint Rose organizations must have an advisor who is either a Faculty member, Administrator or a Staff member. You may list that individual's name or department.
10. It must be stated exactly that “All rules and regulations printed in The College of Saint Rose Student Handbook will be followed.”

**Check the back for an example constitution.**

## **Coloring Club**

- I. Purpose: To spread the joys of coloring throughout The College of Saint Rose campus.
- II. Membership:
  - a. Open to all students who enjoy coloring.
  - b. Members must attend at least two-thirds of the meetings, join a committee, and help with events.
- III. Office Structure:
  - a. The Coloring Club will have a President, Vice President, and Secretary.
  - b. The President will plan campus-wide events, along with the Vice President. The Vice President will also run meetings if the President is unable to attend. The Secretary will be responsible for keeping track of attendance and funds.
    - i. The President will communicate with the Coordinator of Student Engagement. If the President is unable to attend, the Vice President will be the representative.
  - c. The members of the Coloring Club will elect officers. The decision will be based on a simple majority.
  - d. The officer's term will last for the duration of the academic school year.
  - e. If there are any vacancies in the officer's positions, vacancy will be filled by holding another election as soon as possible.
- IV. There will be three committees in the Coloring Club: Crayons Committee, Markers Committee, and the Colored Pencil Committee.
- V. Meetings
  - a. The Coloring Club will meet bi-weekly.
  - b. If a decision has to be made, it will be made among the members and officers with a simple majority vote.
  - c. To make a decision, at least 10 members must be present at that meeting.
- VI. Hazing Clause – Any action of situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with the organization with this organization is prohibited.
- VII. Amendments
  - a. Members of the club can propose amendments.
  - b. Changes to the Coloring Club's constitution should be brought to the president who will then bring it to the attention to the rest of the club.
  - c. The President will bring all changes to the Coordinator of Student Engagement to approve.
- VIII. Advisor
  - a. The advisor for the Coloring Club will be Professor Cray Ola or another member of the Coloring Department.
- IX. All rules and regulations printed in The College of Saint Rose Student Handbook will be followed.