

# CONSTITUTION OF

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*(Club name)*

## ARTICLE I NAME

The name of this organization shall be \_\_\_\_\_.

## ARTICLE II PURPOSE

The purpose(s) of this organization shall be \_\_\_\_\_.

## ARTICLE III MEMBERSHIP

Membership is restricted to all currently enrolled students of Western Dakota Tech.  
The rights of voting and holding an office are reserved for club members only.

## ARTICLE IV LEADERSHIP

The leadership of the club shall be made up of:

An Advisor, a President, a Vice-President, a Secretary, and a Treasurer

The term of each office shall be one year.

## ARTICLE V AMENDMENTS

The constitution shall be ratified by a \_\_\_\_\_ vote of the members attending a meeting.  
*(EXAMPLE: Majority, 2/3, etc.)*

**BY-LAWS OF**

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*(Club name)*

**ARTICLE I  
MEMBERSHIP**

The procedure for selection of membership is: \_\_\_\_\_

**ARTICLE II  
LEADERSHIP**

The leadership of the club shall be led by:

Advisor: \_\_\_\_\_

President: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

**ARTICLE III  
DUTIES OF LEADERSHIP**

Advisor:

\_\_\_\_\_  
\_\_\_\_\_

President:

\_\_\_\_\_  
\_\_\_\_\_

Vice-President:

\_\_\_\_\_  
\_\_\_\_\_

Secretary:

\_\_\_\_\_  
\_\_\_\_\_

Treasurer:

\_\_\_\_\_  
\_\_\_\_\_

The term of each office shall be one year.

**ARTICLE IV  
ELECTION/OFFICERS SELECTION**

To be eligible for office and officer must be in good academic standing (2.0 cumulative gpa or higher).

Nominations shall be made by \_\_\_\_\_ *(when/whom)*

Election for new officers shall be conducted \_\_\_\_\_  
*(how - by voice vote, written ballot, etc; when and where)*

Votes will be counted by \_\_\_\_\_ *(whom)*

Elected officers must receive \_\_\_\_\_ of votes to be elected. *(i.e. majority, 2/3, etc.)*

Officers shall take office on: \_\_\_\_\_.

Vacancies in office shall be filled by: \_\_\_\_\_. *(i.e. appointment, election, etc.)*

**ARTICLE V**

The club shall have the following committees to do the following tasks:

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**ARTICLE VI  
RULES OF PROCEDURE**

The club shall be guided in its procedures by Robert's Rules of Order, latest edition, when no other rules have been specifically established in the By-laws or Constitution.

**ARTICLE VII  
MEETINGS**

Regular meetings shall be held: \_\_\_\_\_ *(when)*

Special meetings may be called by officers.

A quorum of \_\_\_\_\_ (*i.e. 2/3, 1/2, 2, etc.*) of the members and officers shall be necessary to conduct business. (*Note: Quorum is the minimum number of voting members who must present at a meeting to make official binding decisions. Selects a number that allows you to do business regularly, but which prevents a small number of members or officers for controlling the club.*)

## **ARTICLE VIII AMENDMENTS**

The By-laws shall be amended by a \_\_\_\_\_ vote of the members attending a meeting. (*i.e. majority, 2/3, etc*)