

Name of Organization

Preamble (optional)

Article I: Name

The name of the organization for which this Constitution is binding is [insert name from above and include any acronyms].

Article II: Purpose

The purpose of the organization [insert name] is [insert description of the organization's purpose].

Article III: Membership

[This section may be tailored to fit the preferences of the organization as long as membership and activities are open to all Mills undergraduate students. You may want to include the definition of an *active* member and/or the definition of a *voting* member.]

Article IV: Legislative Body

- A. The legislative and policy making body of this organization shall be the [the membership in general, active membership, or voting members]
- B. The purpose of this body shall be to decide upon the policies of the organization.

Article V: Executive Body

- A. The executive body of this organization shall be the [insert name] Executive Board.
- B. The purpose of this body shall be to ensure the efficient and successful execution of the organization's goals.
- C. The members of this body shall be the President, Vice-President, Secretary, Treasurer [and any other additional members. If you have additional members, out-line their job descriptions in Article V E 5, 6, etc.]
- D. All officers shall be undergraduate Mills students with a 2.0 minimum GPA
- E. The duties of the officers shall be as follows:

1) President/Chairperson

- a. To preside over all the meetings of the organization
- b. To serve as the official representative and contact person of [organization's name].
- c. To Keep faculty/staff advisors informed of activities and meetings
- d. To attend Board of Presidents meetings or send a substitute from the Executive Board.
- e. To serve as a member of the Legislative Congress [for hall and lounge presidents only].

2) Vice-president

- a. To assume the duties of the President in her absence.
- b. To assist the President in the organization of events and activities.
- c. To act as a liaison between the general membership, the organization's officers, and the President.
- d. To conduct elections.
- e. To serve as a member of the Legislative Congress [for hall, lounge and class vice-presidents only] delete all if you are not a hall, lounge or class.

3) Secretary

- a. To record all minutes and attendance and keep an official record.
- b. To make copies of the minutes available to the members.
- c. To prepare and maintain an official membership roster.

4) Treasurer

- a. To keep an accurate and current financial ledger.
 - b. To prepare the annual budget.
 - c. To meet with the ASMC Treasurer should any discrepancies occur.
 - d. To handle all financial transactions of [the organization's name].
 - e. To attend all workshops pertaining to fiscal management.
- F. The standing committees of this body shall be [for example: Publicity, Budget]
- G. The officers shall meet [how often? once a month, once a week, what time?]

Article VI: Election of Officers

- A) The election of officers shall take place at a designated general meeting in April. The elected officers shall serve from May through April of the following year.
- B) The candidates shall nominate themselves or be nominated by another member.
- C) Elections will be conducted by the Vice-president.
- D) Elections will be by secret ballot and winners selected by a simple majority vote.
- E) In the event of a tie, there will be a re-balloting of the tied candidates.
- F) In the event of a resignation or subsequent vacancy, an emergency election shall be held to fill the vacant position, an exception being in the office of President, in which case VP assumes the office of President and an emergency election shall be held to elect a new Vice President.

Article VII: General Meetings

- A) Meetings shall be held at the discretion of the membership; no less than once a month.
- B) Decisions at general meetings shall be binding when adopted by a majority of those members present.
- C) Should a member be unable to attend a meeting, her vote may be cast by proxy or by absentee ballot given to an officer.

Article VIII: Ratification and Amendments

- A) This constitution shall be enforced when approved by a 3/4 vote of the members present at a general meeting and upon approval of the Legislative Congress of Mills College.
- B) This constitution may be revised and/or amended by a 3/4 vote of the members present at a general meeting and upon the subsequent approval of the Legislative Congress.