

# Model Constitution

The Lehigh University XYZ Club

## Article I – Name

The name of this organization shall be The Lehigh University XYZ Club.

## Article II – Purpose

The purpose and aim of The Lehigh University XYZ Club shall be to promote more involvement in a, b, c, d, e, f ... activities.

## Article III – Membership

Section One. Membership in this organization shall be open to any Lehigh University student in good standing with the University and a member must subscribe to the ideals and policies of the club and University.

(A graduate student club shall be defined as any student organization with an active membership of at least 51% graduate students. Its leadership shall also consist of at least 51% graduate students with the Treasurer being a graduate student.)

## Article IV – Officers

Section One. Officers consist of:

1. President
2. Vice – President
3. Secretary or Secretary/Treasurer
4. Treasurer

Section Two. Officers will be elected during the month of (April) by a majority vote of those present at the meeting, and shall take office (immediately or two weeks) following the election. Officers will serve for a period of (one year or one semester). The President and the Treasurer must be graduate students.

Section Three. Duties of each officer:

1. **President** – will preside over all meetings, conduct all official organizational business.
2. **Vice President** – also presides at meetings and conducts all official organizational business when the President assigns him/her to do so, or in the President's absence.
3. **Secretary** – will keep official minutes and records, and is required to distribute and process communications among members.
4. **Treasurer** – is responsible for keeping accurate records of all financial matters and collecting dues.

NOTE: IF A SECRETARY/TREASURER IS USED, THE FOLLOWING DUTIES ARE APPROPRIATE:

5. **Secretary/Treasurer** – will keep official minutes and records and is required to distribute and process communications among members. He/She will also be responsible for keeping accurate records of all financial matters and for collecting dues.

## **Article V – Meetings**

Section One. A regularly scheduled general meeting will be held at least (once a semester or more often). Additional meetings will be held if the need arises.

Section Two. A quorum will consist of (25% to 50%) of the regular members.

## **Article VI – Committees**

Chairpersons for committees shall be appointed by the (President and/or Vice – President). The Chairperson will select other members (from among those volunteering).

## **Article VII – Finances**

Dues will be determined by (the President with the approval of) a majority vote of the membership.

## **Article VIII – Parliamentary Authority**

The Parliamentary Authority shall be the revised edition of Robert's Rules of Order, Newly Revised.

## **Article IX – Amendments to Constitution**

Section One. All amendments require previous notice of one meeting prior to discussion and voting.

Section Two. All amendments require 2/3 vote of those present for its adoption.

Section Three. All amendments must be communicated to the Graduate Student Council.

**\*\*\* Make sure to change all items in parentheses () to suit your club's needs! \*\*\***

**Please forward any questions to the Graduate Student Senate**

at [ingss@lehigh.edu](mailto:ingss@lehigh.edu)  
<http://gradlife.web.lehigh.edu/gss>