

Associated Students of Westminster  
 CLUB PROPOSAL FORM & CONSTITUTION TEMPLATE



Proposed Club Name

National Affiliation (if applicable)

Date Submitted

Organizer's Name  Phone

E-mail

Potential Advisor  Phone

E-mail

Description of club (including goals and potential activities):

Potential Members Petitioning for the Club:

Name (print)                      Major                      Signature

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2.		
3.		
4.		
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6.		
7.		

8.		
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**CONSTITUTION OF THE \_\_\_\_\_ (club name) OF WESTMINSTER COLLEGE**

Highlighted portions are optional, please remove or alter if you see fit.

We the students of Westminster College, in order to promote shared governance on campus, develop a sense of community, facilitate better communication with the faculty, administration and Board of Trustees, enrich the lives of students while attending the college, provide leadership, training and opportunities for students, and provide a forum for student concerns do ordain and establish this Constitution for the \_\_\_\_\_ (club name) and for the record of the Associated Students of Westminster College.

**ARTICLE I – NAME AND PURPOSE**

1. The name of this body shall be the \_\_\_\_\_ of Westminster College and will appear hereafter as the \_\_\_\_\_.

2. It shall be the purpose of \_\_\_\_\_ (club name) to \_\_\_\_\_  
\_\_\_\_\_

The \_\_\_\_\_ (club name) shall be dedicated to \_\_\_\_\_  
\_\_\_\_\_

**ARTICLE III – MEMBERSHIP**

1. Membership shall be open to any Westminster student, staff, or faculty member, regardless of sex, race, ethnic origin, religion, physical handicap, socioeconomic status, or sexual orientation.

2. Honorary/Lifetime members of the \_\_\_\_\_ (club name) shall include Westminster College Alumni, faculty, staff, and/or any person elected as an honorary/lifetime member associated with having an influence on concerns affecting the \_\_\_\_\_ (club name). Honorary/Lifetime members will only be allowed to participate in activities sponsored by the \_\_\_\_\_ (club name) after all student members who wish to participate are first accommodated. Honorary/Lifetime members will provide the club with the funds to support their participation. Persons who are declared Honorary/ Lifetime members shall not maintain a vote in the \_\_\_\_\_ (club name) and shall not be allowed to hold any club office position.

3. Waiver: “All \_\_\_\_\_(club name) members participating in club activities involving the risk of injury will be required to sign a waiver absolving Westminster College, the \_\_\_\_\_(club name), and its officers from any injuries that might occur.”

4. Attendance

5. Dues (if any) collection procedural processes

6. The \_\_\_\_\_ (club name) shall participate in at least one service project each semester.

7. Conduct in violation of the Westminster College Student Code of Conduct will merit a dismissal from the \_\_\_\_\_ (club name).

**ARTICLE IV - AUTHORITY AND POWERS**

1. Authority is established and power is granted by the Associated Students of Westminster College through the Board of Trustees of Westminster College.

**ARTICLE V - VOTING**

1. Elections will be held during the end of spring semester each academic year. Special elections may be called by the Club president. Sufficient notification will be provided to inform club members of this special election in accordance with the guidelines of ASWC Statutes.
2. The elections process shall be as follows:
  - a. Be held during the club meeting pertaining to that week
  - b. Nominees must submit their names to the club president one (1) week in advance of the election.
  - c. Write in candidates will also be accepted.
  - d. Ballots will only be cast during the specific \_\_\_\_\_ (club name) meeting.
  - e. Results of the elections will be announced before the last day of spring semester.

**ARTICLE VI - CLUB OFFICERS**

1. All powers herein granted shall be vested in the \_\_\_\_\_ (club name) by complying with ASWC statutes.
2. The Club Officers shall be composed of:
  - a. the President;
  - b. the Vice-President;
  - c. the Treasurer;
  - d. the Secretary; and,
  - e. any other officers as the club may see fit to assist in the efficacy of the club matters or proceedings.
3. Duties of officers and role of advisor: The members of the \_\_\_\_\_ (club name) shall:
  - a. be registered for at least:
    - i. six (6) undergraduate; or,
    - ii. three (3) graduate semester hours at Westminster College; and,
  - b. be in good academic standing.
4. The President shall:
  - a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the student members of the \_\_\_\_\_ (club name);
  - b. call and chair all meetings of the club;
  - c. attend at least seventy-five (75) percent of all \_\_\_\_\_ (club name) activities;
  - d. vote on all issues before the club;
  - e. coordinate the club's activities; and
  - f. oversee the management of the club and its functions.
5. The Vice President shall:
  - a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the student members of the \_\_\_\_\_ (club name);

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- b. assume the duties and responsibilities of the President, should an absence occur;
  - c. assume the office of President should a vacancy occur;
  - d. attend at least seventy-five (75) percent of all \_\_\_\_\_ (club name) activities;
  - e. coordinate the club's activities; and,
  - f. vote on all issues brought before the club.
6. The Treasurer shall:
- a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the student members of the \_\_\_\_\_ (club name);
  - b. keep budget records to be viewed by ASWC and for the \_\_\_\_\_ (club name);
  - c. prepare and reconcile monthly balance sheets of the club budget;
  - d. approve and execute all expenditures of the \_\_\_\_\_ (club name) as authorized by the ASWC Dir. Of Budget and Finance.
7. The Club Secretary shall:
- a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the student members of the \_\_\_\_\_ (club name);
  - b. distribute all submitted action items and a meeting agenda to the members of the club three (3) days prior to the day of the meeting;
  - c. attend at least seventy-five (75) percent of all \_\_\_\_\_ (club name) activities;
  - d. maintain records of all club meetings,
  - e. maintain an electronic record of all club documents;
  - f. maintain the club Web Page and e-mail contact list; and,
  - g. coordinate with the ASWC Dir. Of Clubs and Organizations and the Dir. Of Communications to facilitate club web pages.

### ARTICLE VII - RECALL

- 1. The President, Vice President, and any member of the club shall be removed from office on recall for, a conviction of any act in direct violation of this Constitution or any document subordinate thereof.
- 2. Recall
  - a. A recall vote to remove any elected club officer will be held if:
    - i. twenty (20) percent of the total number of club members sign a petition for the recall of the club officer; or,
    - ii. twenty (20) percent of an officers' constituency sign a petition for the recall of that officer.
  - b. The petition must be received and verified by the Dir. of Clubs and Organizations and a club officer who is not being recalled.
  - c. A recall election will be held within ten (10) working days of verification of the petition for the contested position(s).
  - d. A super- majority vote, of two-thirds (2/3) plus one (1), of all ballots cast in the recall election shall be required for the removal of the officer in question.
- 3. Any person acquitted of wrongdoing by lack of proper majority, shall not, for the same offense, be otherwise re-examined by any proceedings enumerated in this Constitution.
- 4. Any conviction, resulting from an impeachment, leading to removal, can be appealed to the Judicial Council according to the disciplinary procedures in the Student Handbook of Westminster College.

**ARTICLE VIII - VACANCIES**

1. Vacancies in the executive cabinet of the \_\_\_\_\_ (club name) shall be filled by:
  - a. nomination of the club members; and,
  - b. a special election resulting in a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the \_\_\_\_\_ (club name) members.
2. Vacancies in the Vice Presidency shall be filled by a special election which will be held by the \_\_\_\_\_ (club name). (delete - is not needed because of article 1)
3. Vacancies in the Presidency shall be filled by the Vice President.
4. Vacancies in any position appointed by the President, and ratified by the \_\_\_\_\_ (club name), shall be filled by the same procedure.

**ARTICLE IX - PARLIAMENTARY PROCEDURE**

1. The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall/may govern by the \_\_\_\_\_ (club name) in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order \_\_\_\_\_ (club name) may adopt.

**ARTICLE X - AMENDMENTS TO THIS CONSTITUTION**

1. Amendments to this Constitution may be proposed through:
  - a. Club action; or, (what is club action?)
  - b. by petition signed by not less than ten (10) percent of the student members of the \_\_\_\_\_ (club name).
2. Proposed amendments to this constitution will be adopted by a super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast by the student members of \_\_\_\_\_ (club name).
3. Neither the \_\_\_\_\_ (club name) nor any body subordinate thereof, may enact any rules, policies or procedures inconsistent with the ASWC Constitution.