

The Constitution is to be broken down into Articles and Sections. An article is a particular object of which we will specify. A section is any of the more distinct parts into which an article is or may be divided. Some sections will be specified but you may add additional sections to the Articles so that it may reflect your organization more appropriately.

Generic Club Constitution

Article I - Name

Section 1: Explicitly state the name of the organization in a complete sentence. Put the official name in quotation marks.

Example: The name of this organization shall be the "Generic Club".

Article II - Purpose

Section 1: State the purpose/mission of your organization.

Example: The purpose of the Generic Club shall be to benefit the NJIT community by educating the student body about the ever-changing world of generic products.

NOTE: It is important that the objective/purpose/mission of your organization does not reflect that of any other organization that is currently recognized by the NJIT Student Senate. In the event that it does, the NJIT Student Senate will not continue to move forward with the process. **Club purposes can be found on the NJIT Student Senate website.**

Article III - Membership

Section 1: Define membership as an allowance conferred only to undergraduate students officially instituted at NJIT. This section should also include a non-discriminatory statement.

Example: Membership of this club shall be granted to any student in the NJIT student body and shall not be denied because of race, color, age, sex, sexual orientation, disability, national origin, or religious background.

Section 2: Define active membership and state process to become an active member.

Example: An active member has the right to vote. In order to become an active member of this organization, an applicant must fill out an application and attend two consecutive meetings.

Section 3: The right to vote must be defined, restricted to only active members, and may be further conditionally restricted.

Example: Voting membership will be conferred unto any active member.

Section 4: State process to become an inactive member / reinstated active member

Example: A member will be considered inactive, and thus ineligible to vote or hold office if they miss two consecutive meetings. Active status may be regained by attendance at two consecutive meetings.

Section 5: (IF DESIRED) Define associative membership as an allowance conferred unto anyone else who is officially affiliated with NJIT.

Example: Associative membership shall be conferred unto anyone else officially affiliated with NJIT.

Article IV - Officers

Section 1: Requirements to hold office. Must include the condition that officers must be NJIT undergraduate students during the academic term. (GPA requirement and active membership during previous semesters are optional).

Example: The right to hold office is restricted to members of this organization who have a minimum 0.0 cumulative grade point average and active membership during past 0 semesters.

Section 2: Define term of office.

Example: The term of office for all officers shall be one year; beginning and ending one week after elections in accordance with Article V.

Section 3: List of officer positions available.

Example: The officers of this organization shall consist of the President, Vice-President, Secretary, and Treasurer.

Section 4: Duties of previously stated officers.

Example: Perform the following position specific duties.

- A. President
 - a. Represent this organization to the NJIT community.
 - b. Chair all meetings.
 - c.
- B. Vice-President
 - a. Assume the President's duties in his/her absence.
 - b. Regulate business at meetings.
 - c.
- C. Treasurer
 - a. Handle all financial matters.
 - b. Plan and attend all club events.
 - c.
- D. Secretary
 - a. Keep a record of accurate membership and attendance lists.
 - b. Maintain files of club proceedings including all minutes, reports, and club decisions.
 - c.

Article V - Meetings

Section 1: State the number of members required to be considered a quorum. Quorum is defined as the minimum number of members that must be present to make the proceedings of the meeting valid.

Example: Attendance by two-thirds of the active voting members shall constitute a quorum.

Section 2: State number of meetings or the number of times in which the organization will meet in a provided time period.

Example: Meetings shall be held at least every two weeks.

Section 3: Rules and regulations for appointed meetings

Example: All business of this organization shall be conducted in accordance with Robert's Rules of Order except as otherwise stated in this constitution.

Article VI - Elections

Section 1: Define time period for elections nominations

Example: Nominations for officers shall take place at a meeting at most two weeks prior to elections.

Section 2: Details on elections and voting (Must be BEFORE April 15th)

Example: Elections for officers shall take place at a meeting, and be resolved, within the first two weeks of April.

Section 3: Define election procedures

Example: All elections are to be conducted by secret ballot. A simple majority of voting members is required for election into office. If no candidate receives a majority, the candidate with the least number of votes shall be eliminated and a subsequent ballot conducted until one candidate receives a majority. In the event of a tie, a subsequent ballot will be conducted. If this persists as a tie, the President shall make the ultimate decision. In the event that the President position is vacant, the Vice-President shall make the ultimate decision.

Section 4: Additional Information (Optional)

Example: Nominations and elections may take place at the same meeting if agreed to by a two-thirds vote.

Article VII - Special Elections

Section 1: State procedures in the event of an officer vacancy

Example: A vacancy in any officer position shall be filled by a special election conducted in accordance with Article VI, Section 3.

Article VIII - Impeachment

Section 1: State grounds for removal of an officer:

Example: Grounds for removal of an officer include:

1. Violation of the NJIT Code of Student Conduct

2. Failure to perform the duties of the office as set forth by the club constitution (and/or by-laws).
3. Missing (x) number of meetings in a semester.

Section 2: State procedures for impeachment

Example: Officer impeachment proceedings may be brought against any officer by any voting member and must be supported by at least 25% of the voting members.

Section 3: State procedures for removal

Example: Procedures for removal will be as follows:

1. The officer in question shall be notified and be provided one week to present their defense at the subsequent meeting.
2. Impeachment of an officer is to be conducted by secret ballot.
3. The officer may be impeached by a two-thirds vote by the active voting members of the organization.

Article IX - Constitutional Amendment

Section 1: Rules and regulations for Constitution amendments

Example: This document may be amended by two-thirds vote of the voting membership. Amendments shall take effect upon approval of the Student Senate Constitution Committee unless a later time was specified at the time of adoption.