

# Constitution

Before beginning this section please make sure that your organization has already completed and voted on (2/3 vote) the PDF constitution included in your registration email. Use that as a reference when completing the constitution below:

All student organizations must create a constitution that explains your organization's purpose, membership requirements, officer structure and election process. The constitution serves as a binding agreement with UMBC. Once approved, it will be required to operate in a manner consistent with the constitution.

Creating a constitution is easy. You simply have to complete this form and hit "submit" at the bottom, and the constitution will be generated based on your selections.

If for some reason the constitution you generate does not meet your organization's needs (for example, because your organization is affiliated with a national group that requires specific language in constitution), you may be able to use alternative language. Please e-mail [Sara Leidner](#) to set up a meeting.

Please complete this sentence. Feel free to elaborate with additional sentences.

Accounting Club is being established for the purpose of...

educating the campus community about the benefits and techniques to create baskets. We also want to raise awareness of the challenges of the craft and promoting the joy of weaving baskets underwater.

This is the purpose of the organization as will be defined in your constitution.

A student can become a member by doing all of the following

- Attending at least  meeting(s) outside an election meeting
- Completing a membership form
- Completing a liability form

Please check the box next to each statement that is true for your organization.

- Our organization charges mandatory dues/fees.
- Membership in this organization **will not** be denied because of race, color, age, sex, gender identity or expression, sexual orientation, physical or mental disability, disabled veteran or veteran status, national origin, or religion.
- Any UMBC undergraduate student join our organization (without restriction of GPA requirement, try-outs, etc.)

The duties of the President shall include (check all that apply):

- serving as the organization's official representative for communicating with SGA and UMBC staff
- developing and managing events
- developing and managing projects
- exploring and sharing the history of the organization
- managing public relations
- managing communication within the group
- managing member recruitment/retention
- overseeing all committees
- managing fundraising
- chairing a committee

The duties of the Vice President shall include (check all that apply):

- assuming the role of President in the event of the President's absence or incapacity
- developing and managing events
- developing and managing projects
- exploring and sharing the history of the organization
- managing public relations
- managing communication within the group
- managing member recruitment/retention
- overseeing all committees
- managing fundraising
- chairing a committee

The duties of the Treasurer shall include (check all that apply):

- managing the organization's funds and ensuring compliance with all financial rules and guidelines
- developing and managing events
- developing and managing projects
- exploring and sharing the history of the organization
- managing public relations
- managing communication within the group
- managing member recruitment/retention
- overseeing all committees
- managing fundraising
- chairing a committee

The duties of the Secretary shall include (check all that apply):

- recording and archiving information from meetings and activities
- developing and managing events
- developing and managing projects
- exploring and sharing the history of the organization
- managing public relations
- managing communication within the group
- managing member recruitment/retention
- overseeing all committees
- managing fundraising
- chairing a committee

## Election Procedures

## Choose May 1st or December 1st

All officers shall be elected to a term of one year starting and ending on . Those with terms starting on December 1st will hold elections between November 15th - November 30th, and those with terms starting on May 1st will hold elections between April 15th - April 30th. In addition, in the case that a vacancy occurs in the positions of the President, Vice President, Treasurer, and Secretary elections will be held to fill these positions.

At least  notice shall be given before the annual election meeting. **Choose 1 - 4 weeks**

Voting method:

Nominations shall be initiated from the floor and elections done by a ballot where:

- The person with the most votes wins
- The person receiving the majority of votes wins, but if no one receives a majority a runoff occurs between the two candidates with the most votes

Officers may be removed throughout the year by a  vote of members present at a meeting **Choose Majority or 2/3**

Before the vote, the individual(s) proposing to remove the officer will explain the specific reasons for the proposed action, which must involve misconduct or failure to fulfill officer responsibilities, and the officer will have the opportunity to respond.

This Constitution may be amended by a  vote of members present at a meeting. All amendments must be approved in accordance with Student Government Association policy becoming legally binding. **Choose Majority or 2/3**

- By checking this box you acknowledge the following:  
Before you submit this constitution your organizations members must vote to approve it.

Submit