

# Constitution for the [Your Organization Name] at Georgia Tech

Date Created

Date Revised

## Article I - Name

This organization will be known as **[Your Organization]** at Georgia Tech, hereafter referred to as **[Your Organization Name or acronym.]**

## Article II - Purpose

II. The purpose of [Organization Name or acronym] is to:

- a. Test
- b. Test
- c. Test

*(If applicable) "[Organization Name] at Georgia Tech is a (chapter/affiliate) of [External Organization Name].*

## Article III - Membership

### Section 1. Membership Requirements

- a. Members of [Your Organization Name or acronym] will be Georgia Tech students who meet eligibility requirements for participation in extra-curricular activities as stated in the GT Catalog. Only Georgia Tech students can vote or hold office.
- b. There will be no maximum number of members.
- c. Membership will take effect when an interested party signs the membership roster and pays all dues set for the semester.

### Section 2. Membership Types (optional)

- a. Test
- b. Test
- c. Test

## Article IV - Officers

### Section 1. Officer Requirements

- a. According to the GT Catalog, students can only run for and hold office if they are eligible for student organization membership as stated in the GT catalog.
- b. The Organization must maintain, at a minimum, the Officer roles as outlined in the Registered Student Organization policy.

### Section 2. Officer Roles and Descriptions

An Executive Board comprised of Officers will govern the activities of the organization, and the specific duties of the Officers will be as follows:

- a. President: The President will be the senior executive officer of the Executive Board and will have general supervision of the affairs of the (Your Organization Name or acronym) and will preside at meetings. The President will represent the organization at conferences, conventions and faculty or alumni meetings.
- b. Vice-President: The Vice-President will be the junior executive officer and will act on the behalf of the President in the event of their absence.
- c. Secretary: The Secretary will record the proceedings of each meeting, distribute the minutes to the members, and maintain the membership roster.
- d. Treasurer: The Treasurer will serve as the finance officer and will maintain records of all revenue and expenditures and ensure that generally accepted accounting practices and monetary controls are in place. The Treasurer will collect dues.

## Article V - Officer Elections (Pick either Elections OR Selections)

### Section 1. Elections Timeline

- a. The elections for officers for the forthcoming year will take place in the (Select One: **Fall/Spring**) semester no later than one month before finals.
- b. Election timeline and nomination processes must be announced to members at least two weeks prior to the elections meeting.

- c. New officers take office at the last meeting of the **(Select One: Fall/Spring)** semester and remain in office until the next election.

## Section 2. Elections Procedures

- a. Any eligible student member may campaign or be nominated for any position on the Executive Board. The candidate names will be distributed to organization members at least 24 hours prior to the election meeting.
- b. The candidate for each office receiving a majority vote of members at the elections meeting will be considered the victor. If no candidate receives a majority vote, then there will be a run-off between the two candidates with the most votes. The candidate who receives the most votes will be the victor. If there is a tie, the highest-ranking outgoing officer not involved in the run-off will make the final decision. No member can be elected to more than one position on the Executive Board at one time.
- c. If a position remains unfilled after the elections process the **(incoming/outgoing)** President will appoint a member to the position or re-assign duties to another officer.

## Article VI - Officer Selections **(Pick either Elections OR Selections)**

### Section 1. Selections Timeline

- a. The selections for officers for the forthcoming year will take place in the **(Select One: Fall/Spring)** semester no later than one month before finals.
- a. All positions within the Executive Board will be opened to all eligible members for the selection process.
- b. Applications and rubrics for the Executive positions will be released to all members at least two weeks prior to the application deadline.
- c. New officers take office at the last meeting of the **(Select One: Fall/Spring)** semester and remain in office until the next selection.

### Section 2. Selections Procedures

- a. The current Executive Board and at least 2 members at large will select the next Executive Board members. The 2 members at large will be selected by the outgoing Executive Board.
- b. If a simple majority of the Executive Board has applied for the same or different Officer position, the selections process will revert to a simple elections process as outlined in Art V. Section 3.
- c. Returning officers cannot vote on the position for which they are running.
- d. Applicants will be scored based on their written application and verbal interview.
- e. Interviews will be conducted by the current Executive Board and at least 2 selected members at large. Decisions will be made through a **(majority/plurality)** vote of the board members.
- f. If a resolution for a position cannot be reached, the other positions will be selected, and the selected incoming officers will be included in the next vote.

- g. No member can be selected to more than one position on the Executive Board at one time.
- h. If a position remains unfilled after the selections process, the incoming Senior Executive Officer will appoint a member to the position or re-assign duties to another officer.

### Section 3. Simple Elections Process (Only include this section *if* you are doing selections)

- a. Any eligible student member may campaign or be nominated for any position on the Executive Board. The candidate names will be distributed to organization members at least 24 hours prior to the election meeting.
- b. The candidate for each office receiving a majority vote of members at the elections meeting will be considered the victor. If no candidate receives a majority vote, then there will be a run-off between the two candidates with the most votes.
- c. The candidate who receives the most votes will be the victor. If there is a tie, the highest-ranking outgoing officer not involved in the run-off will make the final decision. No member can be elected to more than one position on the Executive Board at one time.

## Article VII - Officer Removal

### Section 1. Officer Removal Process

- a. If an officer fails to maintain Institute requirements as stated in the GT Catalog and Article IV Section 1, they shall resign immediately.
- b. If it is believed that an officer is not fulfilling their constitutional duties, then a petition requesting their removal must be signed by at least half of the voting membership or Executive Board and presented at a general meeting . Then, upon verification of the validity of the petition, by the Advisor, and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case.
- c. The Advisor, if appropriate, shall preside over the removal hearing. After all arguments have been heard, a secret-ballot vote shall be held. If at least two-thirds of the voting members present vote for removal, the officer shall be removed immediately.

### Section 2. Officer Vacancies

If the (**President/Senior Executive Officer**) is removed or resigns, the (**Junior Executive Officer/Other Officer**) will take their place in the interim until the next election cycle. All other officers will be nominated by the membership and voted on in accordance with Article V at the next meeting. In this case, the victor will take office immediately following election and will fulfill the term of the officer that they are replacing.

## Article VIII - Member Removal

- a. Membership of any kind, including specific privileges, can be revoked for failure to maintain membership requirements as stated in this Constitution. The Organization

must strive to maintain the highest levels of objectivity in both setting membership requirements and in the process to remove a Member.

- b. If it is believed that a Member has failed to maintain membership requirements, then a petition requesting a membership review must be signed by at least half of the voting membership or Executive Board and presented at an Executive Board meeting. Then, upon verification of the validity of the petition, by the Advisor, and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case.
- c. The decision-making process for member removal must be explicitly outlined in the Organization's meeting minutes.
- d. If the membership review reveals that the Member has not maintained the membership requirements, then the Executive Board will 1) place the Member on a probationary status and 2) outline the objective criteria, including a timeline no shorter than 2 business weeks, the Member must meet to remove the probationary status.
- e. If at least 2/3 of the Executive Board votes to place the Member under probationary status, they must publicize their decision to the organization via an electronic means and notify the Advisor.
  - a. If the Member requests privacy regarding the membership removal process, the Executive Board will not notify the organization of probationary status.
- f. At the end of the probationary period, the Executive Board will meet with the Member to determine if the criteria to remove probationary status have been met. If 2/3 of the Executive Board votes that the criteria still have not been met, then the member shall be removed.
- g. If the Member is removed, the Executive Board will provide written notification of the removal to the Member, the Organization, and the Advisor indicating the reason for removal and the timeline for application for new membership (if applicable).
- h. If the Member is removed, they may appeal to the General Body of the organization within 2 business weeks. The appeal will be provided to the Executive Board and distributed to the general body by the (OFFICER TITLE). The appeal will follow the same procedures as listed in this article, and the General Body will act as the voting body.

#### **Article IX - Committees**

- a. Committees may be created as necessary by the (President/Executive Board) for specific events and projects not to last longer than the current officer term.
- b. Each committee will have a chair as appointed by the (President/Executive Board).
- c. Any member of officer may be selected as a committee chair.
- d. Any number of members may be on a committee.

#### **Article X - Advisor**

- a. A full-time, salaried GT faculty or staff member will serve as Advisor to the organization.
- b. In the event of an Advisor vacancy, a new Advisor must be selected and installed within 2 weeks. The organization will notify the Center for Student Engagement of the new Advisor immediately upon installment.
- c. Nominations for Advisor will take place within the Executive Board. . The Executive Board will choose the Advisor by a majority vote and invite them to serve as Advisor for the academic year.
- d. If an Advisor desires at the end of their year of service that they would like to continue advising the incoming Executive Board will vote (immediately following regular Officer elections) on whether to continue the Advisor appointment or not. The vote must be a majority of those voting in order to retain the Advisor for the next academic year.
- e. The duties of Advisor include: meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, and Georgia Tech policy.
- f. The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisor. If there is a majority vote, then the Advisor will be removed.
- g. If an Advisor steps down, is removed, or is not re-appointed, the Executive Board will follow the process stated in Article VIII, B.

#### **Article XI - Dues**

Dues will be determined at the beginning of the year by a majority vote of the Executive Board. Dues are to be paid by the third week of the semester or by the second week of membership, whichever is later.

#### **Article XII - Parliamentary Procedure**

Robert's Rules of Order will be used in instances not covered in this constitution.

#### **Article XIII - Non-Discrimination Statement**

Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex, sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status, unless exempt under Title IX.

#### **Article XIV - Affiliation**

This organization is a Registered Student Organization (RSO) at Georgia Institute of Technology but is not part of the Institute itself.

- a. In all correspondence and publications, it may refer to itself as an organization at Georgia Institute of Technology, but not as part of Georgia Tech itself.
- b. [Name of RSO] accepts full financial and production responsibility for all activities it sponsors.
- c. [Name of RSO] agrees to abide by all pertinent GT policies and regulations. Where GT policies and regulations and those of RSO differ, including those regulations and policies mandated by an external affiliated organization, the policies and regulations of GT take precedence.
- d. [Name of RSO] recognizes and understands that the Georgia Tech assumes no legal liability for the actions of the organization.

#### **Article XV - Constitutional Amendments**

- a. Amendments to the constitution shall be submitted by members of this organization to the Executive Board in writing for consideration.
- b. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any vote on changes in the constitution.
- c. A two-thirds vote of members present will be required for adoption.
- d. Amendments are subject to the approval of the Student Activities Committee.