CONSTITUTION OF THE ___________________ CLUB, ORGANIZATION, OR PUBLICATION AT THE COLLEGE OF STATEN ISLAND OF THE CITY UNIVERSITY OF NEW YORK

Article I Name:
The name of the organization shall be ____________________________.
The name under which you charter is specific or local to the College of Staten Island. You should not charter an organization under any name that is used by or may be confused with any group off-campus. Any exceptions to this should be discussed with the Office of Student Life prior to beginning the chartering process. (If affiliated with an outside group, a charter of the affiliated outside group must accompany this constitution).

Article II Purpose:
Section 1 State the purposes of the organization (remember all Club activities must relate to the purposes of your organization).

Section 2 State how the organization proposes to achieve the purposes (such as through lecture, forums, study groups, etc.).

Article III Membership:
Section 1 Membership is open to all CSI students. All members must be currently registered students at the College of Staten Island.

(Alumni, faculty, staff, and members of the general community cannot be members of chartered organizations, although their participation in club activities is welcome.)

Prospective members must subscribe to or be interested in the purpose of this organization.

Section 2 Membership in the ___________________ club may not be denied on the basis of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment...
status, or any other legally prohibited basis in accordance with federal, state and city laws.

Section 3

Any membership requirement should be compatible with Section 1 of this Article.

A person may become a voting member by...(please state criteria for becoming a voting member, such as attending meetings, attending events, etc.)

Article IV Officers/Election and Committee Structure

Section 1 Officers

a. There shall be a president who shall...(preside at meetings, coordinate all activities of the organization, serve as representative for the club at Club Council Meetings or designate another officer to serve in this role, etc.)
b. There shall be a vice-president who shall...(assume the duties of the President, etc.)
c. There shall be a treasurer who shall be responsible for depositing all funds collected by the organization with the CSI Association and sign off on all Club vouchers and keep records of all Club expenditures, and...
d. There shall be a secretary who shall...(take minutes and attendance at all meetings, maintain an up-to-date membership roster, handle all correspondence, etc.)

Note: No one is allowed to hold more than one position within this club or any other club.

Section 2

State the time of the election, method of election, term of office (may be for a full academic year), method of replacement, and time of assumption of office for all officers. Officers must be elected at the time of chartering by the present membership. The Club Faculty Advisor should be present at the time of election of officers.

Section 3

List all standing committees, their functions, and how they will be organized.

Section 4

State how committees are established, such as, elected by the general membership, appointed by the officers, etc.

Article V Meetings

Section 1

This organization shall hold regular meetings... (state minimum frequency per month, semester, etc.) There must be at least one business meeting per month (a business meeting is defined as an official publicly advertised meeting with quorum present and minutes recorded). Meetings must be held on campus, advertised, and open to anyone who wants to attend.

Section 2

Define a quorum (usually a simple majority of the membership – for a membership of 10 people quorum would be six (6).

Section 3

Robert’s Rules of Order shall govern meetings in all cases except when in conflict with this constitution and with general College regulations. (When using rules other than Robert’s Rules of Order to govern meetings these rules must be provided to the Club Commissioner and the club membership.)
**Article VI Amendment Procedure**

**Section 1**
Describe the procedure by which your constitution may be amended. (e.g., amendment to this constitution shall be introduced by any voting member and submitted to the Secretary in writing at a regular business meeting).

**Section 2**
State how the membership is to be notified of the specific changes being recommended (at least ___ days prior to vote on the proposed amendment). State the necessary vote for the adoption of the amendment by the organization (usually 2/3 of the voting membership). The Office of Student Life and the Student Government Club Commission must approve all amendments.

**Article VII Ratification**

**Section 1**
Ratification of this constitution shall follow the procedures in Article VI- Section 2 of this document.

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**Additional Notes**

1. All recognized groups must comply with the general College regulations concerning student organizations.

2. Enough copies of this constitution should be printed for distribution to all members, your Faculty/Staff Advisor, the Student Government, and the Office of Student Life.

3. It is the responsibility of the organization to keep both the Student Government office and the Office of Student Life informed of all changes in the constitution, as well as updating officer and membership information each semester.