CONSTITUTION

XXXTT

Adopted XXX

Article I. Name
The name of this organization shall be the XXX Club and hereafter shall be referred to as initials of club.

Article II. Purpose
The XXX exists to ________ (outline purpose)

Article III. Membership
Section 1. All members of XXX must be currently registered EWU students who are registered for at least one credit.
Section 2. Membership in the XXX is open to all students, and is open without regard to race, color, creed, sex, sexual orientation, marital status, age, national or ethnic origin, disability, status as a military veteran, religious or political beliefs.
Section 3. Associate members consist of EWU faculty and staff, and Cheney community members who are interested in the club’s purpose. These are non-voting members and they cannot hold office. (You do not have to have this section in the constitution. It is only for groups that are open to non-students participating in its meetings)

Article IV. Officers
Section 1. The officers of the XXX are as follows:
- President
- Vice President
- Secretary
- Treasurer

Please note you can have other positions such as public relations. Also, chairpersons may serve as officers if you so choose. Do not put the names of individuals in the constitution.

Section 2. Officers shall be elected in the spring of each year for the next academic year. Election shall be based on a simple majority, with the candidate with the majority vote being selected for the position.

Section 3. Eligibility of officers shall be standard with that of all members of XXX Club, and they must be able to attend most XXX Club meetings and functions as scheduled.

Section 4. Duties of officers
a. President
- Preside over all meetings of the XXX Club.
- Ensure members receive notice of meetings, training, and other club functions
- Complete reports as required by ASEWU, the Office of Student organizations, or EWU.
- Attend or appoint a delegate to attend the Club and Organizations meetings as required by ASEWU.

b. Vice President
- Assume role of President in absence
- Facilitate dissemination of information through campus media
- Initiate and Coordinate all fund raising activities

c. Treasurer
- All accounting and purchasing policies, procedures, and regulations of ASEWU and EWU will be followed.
- Keep a ledger tracking all expenditures and revenue
- Provide reports on the financial status of the organization to the membership

d. Secretary
- Keep Minutes of meetings
- Keep accurate and updated rosters of all participants in the club.
- Notify Club Members of future events including, but not limited to:
  - Meetings
  - Other Group Activities

Section 5. Vacancies in any position will initiate a special election. The vote shall operate as outlined for regular elections. The election to fill the vacancy shall happen at the next scheduled meeting following the announcement to the membership of said vacancy. In the event that the responsibilities of said position are of immediate importance, the President may temporarily appoint another club member to perform those duties until another successful candidate has been elected by the club membership.

Section 6. The term of office for each elected position shall be one academic year. Current officers may run for re-election to the position that they are currently holding.

Article V Advisor
Section 1. An advisor will be selected by the students from interested, eligible EWU staff or faculty each year by the membership. The advisor must be either a permanent full-time or a permanent part-time (at least 50%) member of the faculty (not on sabbatical) or a staff member at the University. (Do not put the name of the advisor in the constitution)

Section 2. The advisor will be responsible for reviewing and approving all forms and documents of the university. The advisor shall stay informed of the activities of the club and university. The advisor shall also serve as a resource for the club in university processes and resources. Attend meetings and other activities of the club whenever possible.

Article VI. Meetings
Meetings will happen at least once per month with an average duration of one hour, unless the members present approve an extension of the meeting. Quorum will consist of a simple majority of the officers.

Article VII. Amendments
Amendments to this document must be voted on and approved by 2/3 of the club membership during a scheduled meeting. After being approved, the updated constitution must be submitted to the Office of Student Organizations for their files.
By-Laws
XXX
Adopted XXX

I. Membership
Members are expected to attend meetings and events as possible, and should notify an executive board member should they be unable to attend. Members will also be asked to provide basic contact information (name, address, phone, e-mail) to aid in dissemination of information.

II. Meetings
Meetings will be held a minimum of once each month. At the first meeting of each semester, the membership will vote on the time for future meetings. Meetings may be called at other times as needed to discuss club business and issues. It is the responsibility of the Executive board to contact and notify all listed members of these dates and times.
All meetings will be advertised throughout the EWU Campus area and posted around campus so interested students may attend. Other activities of the Club (i.e. speakers, training, seminars, etc) are not a required meeting, but attendance is encouraged.

III. Election Committee
All members not seeking office of the XXX Club are eligible to comprise the Election Committee, which will consist of no less than 2 members and the advisor. The current president will solicit nominations for the election of candidates at the meeting before the election meeting. Nominations can also be accepted just prior to the election being held. If voting is done by secret ballot the election committee will count the ballots and reveal the results at the meeting.

IV. Impeachment of Officers
Impeachment or removal of an officer will require a 2/3 vote of the membership in favor of the proposal. A proposal of this nature must be presented to the membership at one meeting and the vote taken at a meeting the following week. These meetings must be publicized to the entire membership and the officer being impeached shall be notified that these actions are taking place.

V. Committees
Committees will be appointed by the president as need arises for their development.

VI. Amendment Procedures
Amendments to this document must be voted on and approved by 2/3 of the club membership present during a scheduled meeting. After being approved, the updated bylaws will be submitted to the Office of Student Organizations for their files.