Constitution for the [Your Organization Name] at Georgia Tech

Created DATE
Revised DATE

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

A. List the specific purpose(s) of your organization
B. 
C.

Article III - Membership
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 and SGA policies. 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.

Article IV – Officers
Section 1. According to the GT Catalog, students can only run for, and hold office if they are in good standing with the Institute (academically and non-academically).

Section 2. 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 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
A. The elections for officers for the forthcoming year will take place in the (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. 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.

D. 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.
E. New officers take office at the last meeting of the (Fall/Spring) semester and remain in office until the next election.

F. 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 V– Officer Selections**

**Section 1 - Selections Process & Eligibility**

A. The selections for officers for the forthcoming year will take place in the (Fall/Spring) semester no later than one month before finals.

B. All positions within the Executive Board will be opened to all eligible members for the selection process.

C. Applications and rubrics for the Executive positions will be released to all members two weeks prior to the application deadline.

D. The current Executive Board will select the next Executive Board members.
   
   a. 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 2.

   b. Returning officers cannot vote on the position for which they are running.

E. Applicants will be scored based on their written application and verbal interview.
   
   a. Interviews will be conducted by the current Executive Board, and decisions will be made through a (majority/plurality) vote of the board members.

   b. 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.

A. No member can be elected to more than one position on the Executive Board at one time.

B. New officers take office at the last meeting of the (Fall/Spring) semester and remain in office until the next election.

C. If a position remains unfilled after the selections process, the (incoming/outgoing) (President/Executive Board) will appoint a member to the position or re-assign duties to another officer.

**Section 2 - Simple Elections Process**

The simple elections process will only be utilized if the simple majority of the executive board has applied for the same or different Officer position.

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.

**Article VI- Officer Removal**

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.
or Executive Board meeting depending on the origin of the petition. 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.

D. If the President is removed or resigns, the Vice-President 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 VII - 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 or officer may be selected as a committee chair.

D. Any number of members may be on a committee.

Article VIII – Advisor
A. A full-time, salaried GT faculty or staff member will serve as Advisor to the organization.

B. Nominations for Advisor will take place within the Executive Board. An Advisor will be chosen within two weeks of a vacancy. The Executive Board will choose the Advisor by a majority vote and invite them to serve as Advisor for the next academic year.

C. During officer elections, the incoming Executive board will vote 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.

D. 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.

E. 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.

F. If an Advisor steps down, is removed, or is not re-appointed, the Executive Board will follow the process stated in Article VIII, B.

G.

Article IX - Dues
Dues will be determined at the beginning of the year by a majority vote of the Executive Board but will not be less than the required amount designated by the Student Government Association Joint Finance Committee Policy if applicable. Dues are to be paid by the third week of the semester or by the second week of membership, whichever is later.

Article X – Parliamentary Procedure
Robert’s Rules of Order will be used in instances not covered in this constitution.

Article XI – 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 Government Association and the Student Activities Committee.