

# Guide to Constitution Writing

## Office of Student Life

### Syracuse University

This Guide to Constitution Writing (GCW) has been created to assist organizations at Syracuse University to meet the requirements of the University, Office of Student Life, Student Association, and Graduate Student Organization. It should be used as a guide when creating an organization. Articles may vary from this format but should follow the same basic pattern. As organizations will have varying restrictions and requirements on membership, different officers, and a myriad of committees, these guidelines are intentionally general and may need to be adjusted for specific student organizations. Pertinent notes, University, and/or SA policies will follow the section in *italics*.

#### **Article I. Introduction**

This article is meant to provide an introduction and overview of the organization. It sets the context for which the rest of the Constitution is interpreted and read. This section of the Constitution is the most vital part, because it provides an understanding of what and who the organization is.

##### **Section I: Name**

This section merely states the name of the organization; along with any acronyms and nicknames the organization uses to identify itself (if the organization wants to refer to itself using an acronym or nickname throughout the Constitution for short, it needs to state this here).

##### **Section II: Mission Statement**

The mission statement should encompass the organization's overarching purpose. This statement should be broad and general, allowing for flexibility within the organization when fulfilling its mission, but still convey an understanding of the organization and its purpose.

##### **Section III: Objectives**

Objectives should be written in to form, which act as specific things the organization strives to do and achieve in order to fulfill its mission. They are specific concepts, ideas, or issues the organization utilizes to fulfill its purpose. Also, objectives provide tangible examples of what the organization does.

#### **Article II. Organizational Structure**

This article is a detailed description of the structure of the organization. The description provides an opportunity to define responsibilities of the executive board/officers of the organization. This allows for current and future members of the organization to understand what the role of executive board positions are in the organization. Also, this provides clarity for all members of the duties so executive board members can be held accountable for their actions and responsibilities by the organization.

##### **Section I. Executive Board**

This section details the executive board positions and their position duties/responsibilities. When drafting this section, it can be either in bullet style (numbered or lettered) sentences or paragraph form. The different duties/responsibilities should be general, but specific allowing for understanding of the roles but flexibility for the person to make it their own (i.e. do not state how a person should complete a duty or responsibility, because each person has their own working style that is most effective for them).

##### **Section II: Committees**

This section should be used to describe committees within the organization. The description should provide an overview of what the role/purpose of the committee is in the organization.

*Note: Committees will vary according to the purpose and activities of the organization. Those listed below merely serve as a guideline.*

##### **Section III: Advisor**

The Adviser oversees the administration of the organization and acts as a resource to whom the Executive Board members can go for advice. In this section, the organization should outline the role they wish their advisor to serve.

The level of involvement, expectations, among other things constituting the advisor-organization relationship should be discussed.

#### **\*Section IV: Organization Consultant**

Every student organization is assigned an organization consultant out of the Office of Student Life. The Office of Student Life reserves the right to assign the organization consultant. The appointed person will be a professional staff member out of the Office of Student Life and will act as a resource and contact person to the organization in the program planning process.

*Must be included and stated exactly as found here*

### **Article III. Membership**

This article outlines the requirements and expectations for membership to be granted into the organization. It typically includes three levels of eligibility: general membership, committee membership, and executive board/officer membership. These sections then detail the initial requirements to be eligible for participation in such positions.

#### **Section I: Membership Eligibility**

This section outlines who membership of the organization is open to (staff, faculty, students, community members, etc...) and the requirements/expectations for eligibility (GPA, major, etc...).

#### **Section II: Executive Board Eligibility**

This section outlines who is able to hold an executive board position and the requirements/expectations to be eligible.

#### **Section III: Committee Eligibility**

This section outlines who committee involvement is open to and the requirements/expectations to be eligible to participate.

### **Article IV. Executive Board Selection Procedures**

This article outlines and details the process and procedures for electing/selecting executive board positions. There are various methods to selecting officers or executive board positions, which can include: selection committee and interview, nomination and vote, or appointment. The elements contained within this section depend upon the method that the organization utilizes. What should be stated in this section is when the process occurs; who oversees the process; requirements to enter the selection process; how the process operates; how a new officer/executive board member is affirmed or selected; and when their term begins and ends (recommended May 15 through May 15).

*March of Spring Semester is recommended as all student organizations must update their roster with the Office of Student Life in April to maintain their status as a recognized student organization on campus. Also, this allows for new officers/executive board members to shadow departing members for at least a month before the incumbent leaves their position. This shadowing provides a vital period of learning and training for the coming year ensuring a smoother transition and greater passage of knowledge and information.*

### **Article V. Meetings**

This article should detail any meeting the organization holds, which can vary from executive board meetings, committee meetings, general body meetings, and special meetings. The process of how and who can call a particular meeting, who runs the meeting, and the purpose of the meeting should be outlined. Each different type of meeting needs to have its own section so full understanding of the process and procedures can be conveyed. Also, what represents quorum (enough members to vote and hold an official meeting) should be stated (quorum usually is half plus one).

### **Article VI. Voting**

This article should outline voting procedures and processes. This should also include and describe who votes, method in which voting occurs, any exceptions to voting procedures, and any other pertinent information about voting.

## **Article VII. Impeachment**

This article provides the outline of the impeachment process, which empowers any member of the organization the power to recommend for removal of an executive board member or officer. This allows the members of the organization to hold each other accountable for their responsibilities and duties. Within this article, grounds for removal, the procedure for impeachment, and the procedure for appeal of impeachment should be outlined.

### **Section I: Ground for Removal**

This section outlines the various reasons for calling for impeachment.

### **Section II: Procedure for Impeachment**

This section details and describes the impeachment procedure for the organization. It should include how impeachment is called for, how the hearing of the case is handled, who oversees the hearing process, and how impeachment is either confirmed or denied.

### **Section III: Procedure for Appeal of Impeachment**

This section outlines the person's right for appeal. It should include how an appeal is called for, how the appeal hearing is handled, who oversees the appeal hearing process, and how the appeal is either confirmed or denied.

## **Article VIII. Executive Board Resignation**

This section discusses the timeline and process for an executive board member to resign their position.

## **Article IX: Parliamentary Procedure**

This article outlines the parliamentary procedures the organization uses during meetings and voting. Meeting and voting procedures are found in *Robert's Rules of Order*.

### **\*Section I: General**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of the order the Society may adopt.

*Must be included and stated exactly as found here*

## **Article X. Constitutional Amendments**

This article overviews the process and procedure to amending the organization's Constitution. It should include an amendment and ratification section.

### **Section I: Amendment**

This section should outline who can propose a constitutional amendment, how the amendment is affirmed or denied, and any other steps in the process needed to confirm the proposed amendment added to the Constitution.

### **Section II: Ratification**

This section should outline how the Constitution becomes effective to the organization and its members. A Constitution needs to be affirmed by the members of the organization for it to be used as the governing document of the organization.

*Note: If an organization's Constitution is changed in any way, one new copy of the Constitution must be submitted to SGA immediately after the amendments are made.*

## **\*Article XI – Not-for-Profit Statement**

This is not-for-profit organization.

*Must be included and stated exactly as found here*

**\* ARTICLE XII – Statement of Non-discrimination**

Syracuse University is an equal-opportunity, affirmative-action institution. We do not discriminate on the basis of race, creed, color, gender, national origin, religion, marital status, age, disability, sexual orientation, gender identity and gender expression, or status as a disabled veteran or a veteran of the Vietnam era to any extent discrimination is prohibited by law. This nondiscrimination policy covers admissions, employment, and access to and treatment in University programs, services, and activities.

*Must be included and stated exactly as found here*

(As exempted by Federal law, social Greek organizations may omit “gender”).

**\* ARTICLE XIII – Financial Obligation**

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

**\* ARTICLE XIV – Statement of Non-Hazing**

This organization will not conspire to engage in hazing, as defined by New York Penal Law 120.16 and New York Penal Law 120.17, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

*Must be included and stated exactly as found here*

**\* ARTICLE XV – Statement of Compliance with Campus Regulations**

This organization shall comply with the *Syracuse University Code of Student Conduct*.

*Must be included and stated exactly as found here*

**Basic Bylaw Articles**

Article I. Introduction

Article II. Organizational Structure

Article III. Membership

Article IV. Executive Board Selection

Article V. Meetings

Article VI. Voting

Article VII. Impeachment

Article VIII. Executive Board Resignation

Article IX. Parliamentary Authority

Article X. Constitutional Amendments

Article XI. Not for Profit Statement

Article XII. Statement of Non-Discrimination

Article XIII. Financial Obligation

Article XIV. Statement of Non-Hazing

Article XV. Statement of Compliance with Campus Regulations

For additional information, contact Office of Student Life, 126 Schine Student Center.

# Outline of a Constitution

Organization's Full Name

Date Founded

## Article I. Introduction

- Section I: Name
- Section II: Mission Statement
- Section III: Objectives

## Article II. Organizational Structure

- Section I. Executive Board
- Section II: Committees
- Section III: Advisor
- \*Section IV: Organization Consultant

Every student organization is assigned an organization consultant out of the Office of Student Life. The Office of Student Life reserves the right to assign and change the organization's assigned consultant. The appointed person will be a professional staff member out of the Office of Student Life and will act as a resource and guide to the organization in the program planning process.

*Must be included and stated exactly as found here*

## Article III. Membership

- Section I: Membership Eligibility
- Section II: Executive Board Eligibility
- Section III: Committee Eligibility
- Section IV: Executive Board Resignation

## Article IV. Executive Board Election/Selection

- Section I: Election Time/Period
- Section II: Nominations
- Section III: Election/Selection Procedures
- Section IV: Notification & Posting of Elections

## Article V. Meetings

- Section I: Types of Meetings
- Section II: Time & Occurrence of Meetings
- Section III: Special Meetings
- Section IV: Quorum
- Section V: Parliamentary Procedure
- Section VI: Voting
- Section VII: Meeting Minutes & Records

## Article VI. Impeachment

- Section I: Ground for Removal
- Section II: Procedure for Impeachment
- Section III: Procedure for Appeal of Impeachment

## Article VII. Constitutional Amendments

- Section I: Amendment
- Section II: Ratification

**\*Article VIII – Not-for-Profit Statement**

This is not-for-profit organization.

*Must be included and stated exactly as found here*

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A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

*Must be included and stated exactly as found here*

**\* ARTICLE X – Statement of Non-discrimination**

Syracuse University is an equal-opportunity, affirmative-action institution. We do not discriminate on the basis of race, creed, color, gender, national origin, religion, marital status, age, disability, sexual orientation, gender identity and gender expression, or status as a disabled veteran or a veteran of the Vietnam era to any extent discrimination is prohibited by law. This nondiscrimination policy covers admissions, employment, and access to and treatment in University programs, services, and activities.

*Must be included and stated exactly as found here*

(As exempted by Federal law, social Greek organizations may omit “gender”).

**\* ARTICLE XI – Statement of Non-Hazing**

This organization will not conspire to engage in hazing, as defined by New York Penal Law 120.16 and New York Penal Law 120.17, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

*Must be included and stated exactly as found here*

**\* ARTICLE XII – Statement of Compliance with Campus Regulations**

This organization shall comply with the *Syracuse University Code of Student Conduct*.

*Must be included and stated exactly as found here*

# Ally College

## Guide to Constitution Writing

Ratified October 10, 2006

### ARTICLE I: INTRODUCTION

**Section I: Name of the Organization** – The name of this organization is the Guide to Constitution Writing, which shall be hereafter referred to as the GCW.

**Section II: Mission Statement** – The GCW is organized, in collaboration with the Office of Student Life, to plan, promote, present, evaluate, and support through collaborative effort a wide but well-balanced variety of high-quality, diverse entertainment and late-night alternatives in the interests of the Ally College community. The organization will attempt to exceed the educational, cultural, and social standards of the College in programming its events and to promote the development of students' leadership abilities and skills through involvement in the professional atmosphere of the Committee.

**Section III: Objectives** – The members of the GCW throughout their tenure will strive to uphold each of the following objectives:

- A.** To engage the College—and sometimes even the local—community positively by peaking the interests of the student body, especially.
- B.** To compliment the Mission Statement of the Office of Student Life: to promote “the education of all Ally College students by promoting and advising co-curricular activities that are welcoming, engaging, and diverse while intentionally connecting students with value-driven experiences that foster creativity, community, and possibility.”
- C.** To emphasize and promote the importance of collaborative efforts amongst multiple organizations/departments within the College community.
- D.** To foster in the GCW's participants—whether they are active in the organization itself or more passive in their attendance at the planned events—strong and meaningful bonds both with one another (as students, faculty, professional staff, and community members) and with the College through entertainment that is both positive and carefully considered in an effort to increase, through time, the retention rate for both the GCW and the College.
- E.** To flourish in the true meaning of the liberal arts pedagogy by seeking to have a favorable impact on the participants and their personal growth through the bonds mentioned above by offering support challenges, varied perspectives, diverse opportunities, and role models for others.
- F.** To cultivate an educated environment embodying the awareness and understanding of diversity.
- G.** To fully and effectively integrate the GCW into the social environment by providing another set of social choices of the highest order to allow for healthy competition that will encourage the need/want for each organization to strive constantly for improvement and success.

## ARTICLE II: ORGANIZATIONAL STRUCTURE

**Section I: The Advisor** – The Director of Student Life serves as the professional staff representative of the GCW, which is a predominately student-run organization, and serves as the direct advisor to each of the individual Executive Board members. The Advisor oversees the administration of the organization and acts as a resource to whom the Executive Board members can go for advice. The Advisor possesses the sole supervisory power a) to proscribe something established by any of the members of the GCW that violates any of the Office of Student Life’s policies or goals and b) to take disciplinary action against any of the Executive Board members who is not meeting his/her constitutional or contractual duties without Executive Board approval.

**Section II: The Executive Board** – The Executive Board consists of six (6) members—whose duties are outlined in Article V, Section I—each in one of the following positions:

**A. President** – Is responsible for the current and future wellbeing of the CEC: he/she maintains and manages the Committee’s day-to-day operations as well as the planning for future years. He/she works to improve the integrity and awareness of the GCW throughout the entirety of the College community.

**B. Vice President, Main Stage Events** – Programs at least one (1) to two (2) more large-scale events, which could include but are not limited to concerts, comedy events, and/or speakers with more well known acts, that would take place in one of the campus’ larger venues (e.g., Rainbow Center, Rec Center); coordinates the selection of one or more smaller bands or comedians that may open for the main act; works to co-sponsor and collaborate with other organizations for at least one (1) of his/her events; and oversees any subcommittee that he/she may design to assist with the planning and execution of such events.

**C. Vice President, Series Events** – Programs events occurring on a regular basis, which may include, but are not limited to, weekend film, comedy, coffeehouse, open-mic, or karaoke series; works to co-sponsor and collaborate with other organizations for at least two (2) of his/her events per semester; and programs the six (6) monthly atrium events.

**D. Vice President, Variety Events** – Programs more unique events that would usually not be programmed by any of the other Vice Presidents, which could include but are not limited to events with inflatables or massages, or trips to local paintball or laser tag sites; works to co-sponsor and collaborate with other organizations for at least two (2) of his/her events per semester; and programs the Stressbusters events that take place once per semester.

**E. Vice President, Cultural Diversity** – Programs educational and culturally diverse events, such as an International Carnival or a trip to Broadway; oversees and assesses the quality of the culturally diverse events programmed by the other Vice Presidents; promotes and further fosters relationships with many of Ally College’s culturally diverse organizations to facilitate programming collaboration with those organizations; and works to co-sponsor and collaborate with the other culturally diverse organizations for at least two (2) events per semester.

**F. Vice President, Public Affairs** – Researches, develops, and designs marketing schemes and much of the advertising for the GCW as an organization (on a monthly basis) and for the Committee’s individual events (as they occur) to raise the awareness level of the GCW and its events; establishes advertising schedules for each Committee member; delegates, approves, and evaluates the advertising done by the other Committee members for each of their events; maintains the GCW’s website; and records and distributes the official minutes from the Executive Board meetings.

**Section III: Vice Presidential Committees** – Executive Board members in Vice Presidential positions are required to recruit people from the general student body to become members of their own Vice Presidential Committee to assist with the planning, promotion, and execution of each program put on by his/her position. The number of people that may join any one Vice Presidential Committee is unlimited, and one person may join more than one Vice Presidential Committee. Any of the Vice Presidents may serve as a member of any of the other Vice Presidential Committees, and the President will observe each of the five (5) separate Committees and may appoint himself/herself as an *Ex Officio* to any of those committees.

## **ARTICLE III: MEMBERSHIP**

**Section I: Vice Presidential Committee Membership Eligibility** – Any part- or full-time student of Ally College in good overall standing with the College is eligible and may sign up for a position on any of the Vice Presidential Committees established by the Vice Presidents.

**Section II: Executive Board Membership Eligibility** – Any full-time student of Ally College in good disciplinary and academic standing (minimum 2.50 cumulative GPA) is eligible—per the qualifications mentioned in Article III, Section III—and may apply for a position on the Executive Board. The position of President, however, is restricted to only those who have served on the Executive Board in the past for a minimum of one (1) semester. Should there be no applicant for President who meets the eligibility and/or qualifications outlined; nominations from members of the Executive Board shall be accepted.

**Section III: Executive Board Membership Qualifications** – Executive Board member applicants, over at least one (1) semester prior to the time of application, should (but are not required to) have been engaged members of the Executive Board or of a Vice Presidential Committee and demonstrated strong leadership abilities and a positive attitude toward the GCW and its Mission.

## **ARTICLE IV: EXECUTIVE BOARD SELECTION PROCEDURES**

**Section I: Application** – Any student who meets the eligibility standards and qualifications outlined in Article III, Sections II and III, may apply for a position on the Executive Board by completing an application, which will be made available in the spring semester, and by signing up for an interview time with the Selection Committee before the established deadline. Applications will be made available in December for those studying abroad in the spring semester. The same application procedure will be followed for those applying in the fall semester as for those applying through the standard procedure, as outlined below, in the spring semester. All incumbents from the Executive Board reapplying for the following year must also follow the same application procedure as all other applicants. Appointments to Executive Board positions will be made each spring semester.

**Section II: Selection Committees** – Selection Committees shall be created to assess the applicants and ultimately to elect the members for the following year's Executive Board. The Selection Committee for the Vice Presidential positions shall be comprised of at least three (3) but no more than five (5) people who have been approved by the Executive Board and meet any of the following criteria: (a) the Advisor, or (b) graduating seniors on the Executive Board. The Selection Committee for the Presidential position shall be comprised of at least two (2) but no more than three (3) people who meet the following criteria: (a) the Advisor, or (b) the President, unless he/she is reapplying for the following academic year. The Chair of each Selection Committee shall be the President, unless he/she is not a graduating senior, in which case the Adviser shall serve as the Chair. Any of the other professional staff members working in the Office of Student Life may act on the Selection Committee as an *Ex Officio*, in the event that not enough people meet the criteria listed above to make a full and/or adequate Selection Committee.

**Section III: Applicant Assessment, Selection, and Notification** – Only the professional staff members on the Selection Committee shall initially screen each applicant to insure that the eligibility requirements as outlined in Article III, Section II, are met. To assess each candidate, the entire Selection Committee shall conduct consistent thirty- (30) minute interviews with each of the applicants and privately engage in a short evaluative discussion about the applicant following each interview. After all applicants have been interviewed, the Selection Committee will select by consensus the top three (3) applicants for each position and rank them according to preference. Should no consensus be reached, a vote will take place, with each Selection Committee member allowed one (1) vote. The one (1) top-ranked applicant for each position will be offered the respective position on the Executive Board by telephone or mail. Rejected applicants will be notified by mail. Should a person who has been offered a position on the Executive Board decline the position, an offer will be made to the second-ranked person for that particular position, and so on. All decisions made by the Selection Committee are final. Only the Chair of the Selection Committee may speak to the Selection Committee’s decisions after the fact, and the Chair may only answer questions from a rejected applicant in terms of the decision regarding the applicant posing the questions.

**Section IV: Position Vacancy** – In the event that a vacant position exists on the Executive Board due to impeachment, termination, or resignation, a Selection Committee made up of the Advisor, and President will select a person to fill the position in the manner outlined in Article IV, Section III. While the position must be filled in as little time as possible, the Selection Committee will develop an appropriate timetable for selection. In lieu of officially opening up the application process to the Vice Presidential Committee membership, the Selection Committee may also decide to immediately appoint a temporary Executive Board member until the position is filled permanently following the next regular application process. At any time when a position is not occupied, the President shall fulfill the duties of the vacant position. In the event that a vacancy exists in the Presidency, the Vice President of Public Affairs shall fulfill the position’s duties. A Vice President may not hold more than one (1) position on the Executive Board.

## **ARTICLE V: EXECUTIVE BOARD RESPONSIBILITIES**

**Section I: General** – The Executive Board members shall adhere to the policies, guidelines, and responsibilities as set out in the Constitution and the contract they signed upon accepting their individual position with the GCW and the Office of Student Life. The term of office for each Executive Board member lasts one (1) full calendar year, beginning in May of the year of selection. In the event that an Executive Board member is unable to fulfill his/her duties for an extended period, the rest of the Executive Board and the Advisor shall decide the appropriate action to be taken.

**Section II: Training** – Executive Board members selected for the following academic year must shadow under the current Executive Board members for a period of at least four (4) weeks sometime between the months of March and May. After the programming deadline has been set by the Advisor and President, the newly selected Executive Board members will work with the current Executive Board member he/she is shadowing to program for the following academic year. Before the newly selected Executive Board members begin their new terms, they must have attended at least one (1) Executive Board meeting and actively sought to understand everything necessary to perform his/her job well. Each selected Executive Board member must also attend the mandatory summer training session and the semesterly retreats provided by the Office of Student Life.

**Section III: Vice Presidential Committee Meetings** – The President, at the beginning of each semester, shall coordinate an informative meeting open to all students of the College so that Vice Presidents may recruit and begin to develop a strong Vice Presidential Committee of interested students. Each Vice President must thereafter schedule a weekly meeting for his/her Vice Presidential Committee members in order for him/her to update and empower the members with tasks and responsibilities to begin

and/or complete within the week. Members are obligated to attend these weekly meetings and to complete all tasks assigned.

**Section IV: Executive Board Meetings** – The President shall facilitate meetings with the rest of the Executive Board on a weekly basis. At these meetings, the President shall follow an agenda that he/she has prepared and run the meeting in a style based on Robert’s Rules of Order. It is expected that Executive Board members attend all Executive Board meetings: Only excused absences (with appropriate notification and reasoning sent to and approved by the Advisor and/or the President) will be tolerated. Disciplinary action will be taken following one’s absence from an Executive Board meeting for the first time, if unexcused. All Executive Board meetings are closed to any person outside of the GCW Executive Board and the professional staff of the Office of Student Life; however, Executive Board members reserve the right to invite outside guests to their meetings with prior approval of the Advisor or President. The Advisor and President also reserve the right to call Special Executive Board meetings when necessary.

**Section V: Office Hours** – Executive Board members must spend the allotted number of hours, per their contract, in the GCW office in an efficient and productive manner. When an Executive Board member lacks any sort of task when in the office, he/she shall assist another Executive Board member, who shall empower that person with tasks and responsibilities.

## ARTICLE VI: RECOGNITION EFFORTS

**Section I: Vice Presidential Committee Member of the Year** – Given toward the end of each academic year, this award shall be given to the one (1) Vice Presidential Committee member who has constantly exhibited a positive attitude and strong dedication toward his/her committee position(s). The exact criteria for the selection of this award shall be established by the Advisor and Executive Board one week prior to the selection of the award recipient. When discussing the selection of the recipient of the award before voting, a short dialogue shall be held regarding each candidate. The Advisor and Executive Board members shall each have one (1) vote in the final selection of this award’s recipient. Once the recipient has been selected, the winner’s name is to remain confidential until the presentation of the award.

**Section II: Executive Board Member of the Year** – Any current Executive Board member who has illustrated throughout the academic year that he/she has gone above and beyond his/her job duties shall be eligible for this award. The exact criteria for selection of the recipient of this award shall be determined by the Advisor, and the Executive Board members—each of whom shall have one (1) vote in the final selection process.

**Section III: Complimentary Tickets** – Executive Board members, and *active* Vice Presidential Committee members who have served at least four (4) semesters (and/or meet other criteria defined by the term ‘active,’ as determined by the Vice President heading the Committee) shall be provided one (1) complimentary ticket to each event programmed by the GCW, with the exception of trips and catered events.

## ARTICLE VII: VOTING

**Section I: General** – Every Vice President has one (1) vote in all matters. The President votes in three situations only: (a) in the event of a tie, (b) for the award of Recognition Efforts, (c) and in cases of impeachment. The Advisor has a vote only for the award of Recognition Efforts. Abstentions will count as votes cast but will not be attributed to the affirmative or negative. A vote of at least fifty (50) percent in the affirmative is necessary to pass any general proposal. Votes may be cast in any one (1) of the following ways, with approval by consensus of the Executive Board: show of hands, secret ballot, or roll call.

## **ARTICLE VIII: IMPEACHMENT AND TERMINATION**

**Section I: Grounds for Removal** – A member of the Executive Board may be removed by any combination of the following grounds: (a) failure to carry out specified constitutional and contractual duties, (b) misuse of funds or any other privileges associated with his/her position on the Executive Board, (c) excessive absence from meetings, (d) conduct that inhibits the ability of an Executive Board member to fulfill his/her duties or that debases the character and/or reputation of the GCW, or (e) severe violation of the Student Code as outlined in the College Life Manual.

**Section II: Procedure for Impeachment** – The impeachment of an Executive Board member by another member must be motioned and seconded by two (2) separate Executive Board members at an Executive Board meeting. This motion will be followed by a hearing to occur within one week of the initial motion. The Advisor will facilitate the hearing and act as a liaison between the two opposing parties. A two-thirds (2/3) affirmative vote for impeachment is needed to pass the motion for impeachment, to immediately exonerate the accused of his/her duties. The vote will take place after the accused has left the room and after thoughtful deliberation amongst the Executive Board and Advisor has occurred.

**Section III: Procedure for Termination** – At any time, the Advisor and/or President may request that a member step down from his/her position or fully terminate a member if one or more of the grounds for removal listed in Article VIII, Section I, is met.

**Section IV: Procedure for Appeal of Impeachment** – Appeals for a rehearing must be presented by the Executive Board member who has been impeached to the Advisor no later than seven (7) days after the impeachment vote, and the new hearing shall be held within fourteen (14) days of the appeal request. The procedure for the rehearing shall be determined by the Advisor. Only one (1) appeal will be granted.

## **ARTICLE IX: RESIGNATION**

**Section I: General** – Resignation of Executive Board members must be presented in writing to both the Adviser and President at least two (2) weeks prior to the effective date, and the Executive Board member who wishes to resign must complete fully his/her position duties until the effective date and assist with the selection and transition of someone to fill his/her position.

## **ARTICLE X: AMENDING AND RATIFYING THE CONSTITUTION**

**Section I: Amendment** – Any member of the Executive Board may propose an amendment to the Constitution. The proposed amendment must be submitted to the Executive Board in writing. A two-thirds (2/3) affirmative vote for the amendment by the Executive Board is needed for the amendment to pass to the Advisor for final approval. If the amendment is passed at the final level, it shall become effective immediately.

**Section II: Ratification** – This Constitution shall become effective upon approval of the Advisor, and the Executive Board, through two-thirds (2/3) affirmative vote.