



Kardan University

Student's Club

Constitution

Article 1 Name

Section 1- The name of this club shall be [Insert the formal name by which the student club shall be officially known [hereinafter, "the Club"]].

Article 2 Location

Section 1- The main place of _____ Club is the Kardan University main campus.

Article 3 Purpose

Section 1 - The purpose of the _____ Club is to empower students and their capacities to be more effective and adaptive through directing, mentoring and partnering with students, and to supporting student's engagement outside the classroom that enhances their intellectual, personal and social growth.

Article 4 Club Operations

Section 1- The _____ Club shall abide by all rules and regulations set out by the Office of Student Involvement and Events. With the approval of this Constitution, the Office of Student Involvement and Events founds this club, retaining full authority to modify its operations as it may decide.

Article 5 Membership



Section 1- Any student of the Kardan University will be considered eligible to be a member, irrespective of race, creed, color, gender, class, age, the nation of origin, nationality, disability, marital status, religion, veteran status, or sexual orientation.

Section 2- Only active members may vote, preside, officiate, or solicit funding on behalf of the club.

Section 3- Members who miss more than two (2) consecutive meetings will be considered an inactive member.

Section 4- The Club reserves the right to expel a member who does not follow the policies of the University or Club with a majority vote.

Section 5- All members shall have equal rights and privileges with respect to membership, holding an office, and participating in the election of the officers of the club.

Section 6- At least 10 active members must be maintained at all times.

Section 7- The Executive Board shall define requirements and responsibilities for good standing as active members. This definition shall be presented to the general membership at the beginning of each semester.

Section 8- All new members will be given full disclosure during recruitment, including but not limited to the disclosure of:

- Club documents (Constitution, Bylaws, Manuals, etc.)
- Club events and activities
- A list of responsibilities of members
- A copy of the University policy, prescribed by Policies and Rules for Student Clubs (These documents will be available upon request by the Office of Student Involvement and University Events).

Section 9- All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.



Section 10- All interaction/activity between members and new members will be limited to guidelines stated by university policy, as well as local, state, and laws.

Article 6 Registration

Section 1- The Office of Student Involvement and Events shall maintain accurate membership records of all club members. These records shall be available for all official use by the university, and _____ Club.

Article 7 Officers and Duties

Section 1- The officers of this club shall consist of a President, a Vice President, a Secretary, and a Treasurer who shall constitute the Executive Board of the Club.

Section 2- The officers must be a current student at Kardan University and be in overall good standing with the University, maintaining 80% of attendance and 2.5 GPA.

Section 3- The officers of the club may not hold a similar position in another club registered with the Office of Student Involvement and Events.

Section 4- Duties

Section 4.1- The President

- It shall be the duty of the President to preside over all meetings.
- The President shall be responsible for the preparation and distribution of agendas for each general meeting.
- The President shall also serve as chair of the executive committee.
- The President shall carry out or delegate all duties not explicitly vested in any other officer of the club.
- The President shall be mainly responsible for the position of the club within the University community and to perform his or her duties in such a manner as to maintain the Club in the highest esteem.

Section 4.2- The Vice-President



- The duties of the Vice-President shall include all the presidential responsibilities during the absence, removal or for any reason fulfill his or her obligations.
- The Vice-President is also charged with the procurement of speakers and another programming incidental to the regular general membership meetings.
- Act as a temporary chairperson, in the event that a chairperson of any committee is unable to fulfill his or her duties until a new one is appointed.
- Perform other duties as the President may assign as needed.

Section 4.3- The Secretary

- The duties of the secretary shall include maintaining all the written records of the club and particularly the minutes of meeting of all regular and executive meeting.
- The Secretary shall also record all votes of the Membership or Executive Board.
- The Secretary shall be responsible for the writing and distribution of the newsletter or other notice to the membership informing them of any meeting or other gatherings of the club.
- Furthermore, shall all time maintain an accurate and complete list of Membership of the club.

Section 4.4- The Treasurer

- The duties of the Treasurer shall include receiving all club funds, keeping a full and accurate account of these funds.
- The Treasurer shall be required to present the account balance and all transactions at each general meeting.
- The Treasurer shall arrange transportation to all club functions that require the services.

Section 5- The attendance of each officer at all general and executive meetings shall be mandatory.



Section 6- The term of office for each officer shall be one year. Terms of office shall begin on October 1 to September 30. Officers are limited to two consecutive terms in any position. However, the president shall serve only once. Other Officers can nominate themselves for the presidency.

Article 8 Quorum and Meetings

Section 1- A quorum shall exist at any meeting of the membership where at least fifty percent (50%) of the members are in attendance.

Section 2- Actions requiring voting may only take place when a quorum is present. The Secretary shall record the votes and announce the outcomes. The Secretary shall also maintain records of the election including procedures for voting and the vote count.

Section 3- General meeting of the clubs shall be held at least twice per month on the alternating weeks.

Section 4- A special meeting of the membership shall be called upon written request to the President of at least twenty-five (25%) of the members.

Article 9 Club Advisor

Section 1- Club Advisor's role is voluntary.

Section 2- The selection of advisor shall be done by the agreement of the club's leadership team, Acceptance of the advisor and Office of Student Involvement and Events.

Section 3- Senior Staff, Faculty Members, and External experts are eligible to be advisor of the student clubs. The Office must approve the external advisor.

Section 4- An advisor shall be removed if he or she does not engage actively in directing the club.

Section 5- Removal of the club advisor must be done by consulting with the advisor and reaching an agreement.

Article 10 Resignation



Section 1- A team member may resign at any time by giving written notice or email to the President and the Office of Student Involvement and Events. A President's resignation should be given to the Vice President or the Office of Students Involvement and Events

Article 11 Removal

Section 1- Any officer of the club may be removed from such office by a two-thirds (2/3) affirmative vote of the members. Removal from office shall be limited to violations of this document, violation to local, state, or national laws, attendance, or behavior deemed unethical or contrary to the best of the _____ Club or the University.

Once the club makes the decision, the recommendation should be sent to the Office of Students Affairs, who will make the final decision. Students who are placed in disciplinary probation during their term of service will lose their role in the student's club.

Article 12 Vacancies

Section 1- A vacancy in any office except that of the president may be filled for the unexpired portion of the term of that office by a candidate selected and voted upon by the leadership team.

Article 13 Elections

Section 1 – A representative of Office of Students Involvement and Events must be present for the election proceedings to occur.

Section 2 – Election for all Officers of the Executive Board for the following year must be held no sooner than November 10 and no later than November 20.

Section 3 – All members (As stated in Membership) may cast a vote.

Section 3- Nominations for office can be submitted to the Office of Student Involvement, and Events and nominees can only be students of Kardan University.

Section 5- The nominee should hold a minimum cumulative GPA of 2.5 and not be in any disciplinary probation.



Section 6- All nominees will have 15 minutes of speech regarding their work plan.

Article 14 Amendments

Section 1- This constitution may be amended or revised by a majority vote (50%+1) of the active members.

Section 2- All amendments are subjected to approval by the Office of COO.

Article 15 Final Determinations

In the event of any ambiguity or conflict in the interpretation of the provisions of this constitution and By-Law of the _____, the decision of the Office of Office of Student Involvement and Events shall be final.

Article 16 By-Laws

Sections 1- Authority and Affiliation

The _____ is valued and important part of the Kardan University. The club is authorized by the Office of Student Involvement and Events. The Office of Student Involvement and Events retains full authority to modify the operation of the club at any time. The Club shall abide by all rules and regulations as set forth by the University, the Constitution, and these By-laws.

Section 2- Identity

The use of the _____ Club identity, including but limited to, using its name, logo, seal, whether explicitly or implicitly shall be govern by the Office of Student Involvement and Events.

Section 3- Representation



The _____ Club shall represent themselves as a student's club of the Kardan University and in no circumstances represent themselves on behalf of the Kardan University.

Section 4- Membership

The Kardan University clubs are open to all students. The membership of _____ Club shall not have any kind of associated fees and charges.