

**Macon State College  
Recognized Student Organization  
Sample Constitution**

**ARTICLE I           NAME AND PURPOSE**

- A. The name of this student organization shall be Macon State Psychology Club and the purpose of this organization shall be to further the academic development of Macon State's psychology majors, as well as increase interest and understanding in the field of psychology, by providing service to the college and the community in the form of community service events, guest speakers, lectures, field trips, and any other appropriate activity.**
- B. This organization will support the mission of the Office of Student Life and Macon State College and will subscribe to the policies and procedures of the University System of Georgia and Macon State College.**

**ARTICLE II           MEMBERSHIP**

- A. Active membership is confined to regularly enrolled Macon State College students who have a minimum academic load of three (3) hours during each semester of participation.**
- B. Membership will not be denied because of race, national origin, color, sex, age, religion, disability, or any other possible categorization.**

**ARTICLE III         OFFICERS**

- A. Officers of this organization will be:**
- a. President**
  - b. Vice-President**
  - c. Secretary**
  - d. Treasurer**
  - e. Publicity Officer/Web Master**
- B. The duties of each officer shall be:**
- a. Duties of the President shall be:** Coordination and leadership of all meetings, including but not limited to general club meetings and officer meetings. Formal representation for the club. Management of the daily workings of the club, including but not limited to final determination of events and transitions to new officers.

b. **Duties of the Vice-President shall be:** Assisting the President with coordinating meetings as well as leading meetings in the event the President cannot do so. Planning and coordination of all club events, including any communication required to the President, the Advisor, and/or the Office of Student Life.

c. **Duties of the Secretary shall be:** Recording and maintaining minutes of all meetings and events, as well as submitting copies to those determined, including but not limited to the President, the advisor, and/or the Office of Student Life. Creation and maintenance of a scrapbook documenting meetings, events, or any other activity of the club.

d. **Duties of the Treasurer shall be:** Maintenance of a ledger of financial activity for the club, active knowledge of club fund balances, and any collection of club dues or fundraising money in addition to the proper procedures for depositing and requesting financing.

e. **Duties of the Publicity Officer/Web Master shall be:** Creation and distribution of any club flyers and/or posters advertising events and/or announcements, as well as coordination with the treasurer for proper funding for materials. Maintenance of any websites and/or social media pages for the club, including but not limited to Facebook.

**C. All students holding an elected or appointed position of leadership and acting as an officer of this organization must maintain a 3.0 cumulative grade point average (GPA) and must be enrolled at Macon State College for a minimum of 6 hours per semester during the length of service.**

D. Any election process will be held using a majority rules democratic system of voting. The initial election will occur at the first meeting, with subsequent elections occurring at the end of spring semester. Officer positions will be held for a period of one academic year. Special interim elections may be held in the event an officer cannot continue to hold a position.

## **ARTICLE IV**

### **MEETINGS**

**A. This organization shall meet regularly during the Fall and Spring Semesters. Meetings during the Summer Semester will be held as needed.**

**B. All meetings, including the dates, times, and locations will be confirmed with the Office of Student Life prior to publication and/or announcement of these meetings.**

C. Meeting times and days will be determined each semester by the newly elected officers. This will also be the time in which officers choose specific requirements for remaining in the club, including but not limited to required number of meeting attendance, and required number of event attendance.

#### **ARTICLE V FACULTY/STAFF ADVISOR**

A. All Recognized Student Organizations at Macon State College are required to have a faculty or staff advisor. While the advisor should be selected by student members, all RSO advisors must also seek the approval of their division chair and/or supervisor. The Office of Student Life will also have all advisors approved through the Executive Committee of the Academic Council.

**B. Dr. David Biek shall serve as the faculty advisor for this organization. He/she accepts the responsibilities of the advisor and will approve all events and activities of this organization.**

#### **ARTICLE VI REVENUE**

**A. All monies collected from membership dues and from all fundraisers must be deposited into the organization's MSC dues account. These deposits will be made through the MSC Business Office as soon as possible after the monies have been collected.**

**B. No petty cash or slush funds will be kept by any member or advisor of this organization.**

**C. All fundraisers will be approved by the Office of Student Life at least two week prior to the actual event and will follow all of the guidelines as outlined in the RSO recognition process.**

#### **ARTICLE VII RATIFICATION**

**A. This constitution is subject to the approval by the proposed student membership, the Macon State College Student Government Association, the Office of Student Life, and the Dean of Students.**

**B. Following the approval by all of the above, the founding members of the RSO and advisor will be notified by the Office of Student Life.**

#### **ARTICLE VIII BY-LAWS**

**A. This constitution may be supplemented with By-Laws which**

pertain to the above articles.

**B. An electronic and paper copy of any and all By-Laws will be filled with the Office of Student Life.**

**ARTICLE IX                    AMENDMENTS/SUPPLEMENTS**

**A. A written notice will be presented to the membership of this organization at a regular meeting to amend or supplement any part of this constitution. The proposed amendment/supplement will be voted upon no sooner than the next regularly scheduled meeting and must receive two-thirds majority vote of all members in good standing.**

**B. Any amendments/supplements to this constitution will then be submitted to the Office of Student Life for approval.**

· This constitution was submitted to the Office of Student Life on \_\_\_\_\_  
by \_\_\_\_\_.

· This constitution was approved by the MSC Student Government Association on  
\_\_\_\_\_.

· This constitution was approved by the Office of Student Life on \_\_\_\_\_.

· This constitution was approved by the Dean of Students on \_\_\_\_\_.