

Sample Constitution for the Wilbur Club at the University of Arizona

This constitution was adopted by majority vote on January 1st, 0000.

Article I: The name of this organization shall be The Wilbur Club.

Article II: Objective, Mission and Goals

The Wilbur Club is for all those who are interested the University of Arizona. We bring in guest speakers every meeting and host social events, fundraising, encourage school spirit and good academics.

Article III: Active Membership:

The Wilbur Club is a campus-based and student-controlled group, with active membership limited to enrolled students at the University of Arizona.

Article IV: Statement of not-for-profit status.

The Wilbur Club is a not-for-profit organization.

Article V: Clear Statement of reasonable dues or financial obligations of members.

Dues for active members of The Wilbur Club shall be \$5 per semester, paid to the treasurer.

Article VI:

Officers of the Wilbur Club are chosen through democratic means and are not chosen or influenced by non-members or by a national organization.

Article VII: Amending the Constitution

- Amendments may be proposed by any of the sitting officers on the board and must be seconded by at least one other sitting officer.
- Once the petition is presented to the Secretary, voting on amending the constitution will take place at the next officer meeting.
- The officer meeting will allow for discussion of the amendment. A 2/3 majority vote (only among sitting officers/current board) is needed for the amendments to take effect.

Article IX: Officers

Officers are required to fulfill the following duties:

- Officers of the club shall include, but not be limited to: President, Vice-President, Treasurer, Secretary, Career and Development Chair, Academic Chair, & Social Chair. President, Vice-President, and Treasurer are typically the executive board. Other officers can be on the executive board as deemed fit by the president (i.e., Senior members).
- Officers are required to be undergraduate or graduate students at the University of Arizona and maintain good academic standing. Officers must not be current 1st year students at the UA.
- Officers are required to fulfill the following responsibilities:
 - Attend all officer and general club meetings
 - Fulfill officer specific duties in a timely manner
 - Respond to all emails and text message correspondence within 24 hours
 - Get guest speakers (at least 1 per school year)
 - Help sign in members at meetings
 - Help clean up/organize the room after meetings
 - Create a how to/advice pamphlet for the next person taking your position at the end of the year and attend the New Officer Meeting

Description of Executive Board Duties:

- President
 - The President will conduct all club meetings throughout the year. The President will plan for all meetings (officer and regular) by preparing topics which need to be covered and making the presentations (typically a Prezi). The President oversees maintaining club recognition with ASUA, as well as reserving rooms for meetings. The President is also responsible for sending listserv emails. The President is responsible for setting club goals, improving comradery, and helping all events run as smooth as possible.

- Vice President
 - The Vice-President oversees all responsibilities related to Spring Fling. The Vice-President is responsible for passing out and storing club merchandise. It is also the Vice-President's job to keep track of attendance of each event and active membership of the club.

- Treasurer
 - The Treasurer will be responsible for maintaining the club finances and bank accounts. The Treasurer is responsible for making a budget for each of the chairs for each semester. The Treasurer will provide financial updates at biweekly officer meetings. Treasurer is also responsible for hosting and planning fundraising events.

- Secretary
 - The Secretary will record how each event went since the last meeting in our officer meetings. The Secretary oversees t-shirt design, keeping the social media updated, and making sure the club website has the most up to date events, active members, and photos. The Secretary can also help the president add new members to the PSIO Club listserv.

Officer Applications

- a) Officer applications for the next academic year are released in March. Applicants have until the month of March is over to submit applications. Applications are submitted on a Google form with essay questions.

- Outgoing senior members on the officer board (along with members of the executive board if in need of assistance) determine which applicants will be best fitted for each of the 11 officer positions. Selections are based on the responses submitted to the essay questions, as well as previous participation and activity in the club.

- Terms are 1 academic year, which start as soon as you sign your officer contract in the spring and lasts until the next officer signs their contract (or you sign again if you keep the same position). An officer cannot hold more than one officer position at time. Officers remain in position for the full academic year, which is the length of the term.

- Sitting/current officers must reapply for the following academic year if they wish to remain an officer. Applicants must be active members of the club.

- Vacancies during the year will be filled by the President and jobs will be redistributed as fit.
- Term limits for each position will be one fiscal year.
- Should an officer need to be removed from their position, the President will hold a meeting among the executive board to vote on the officer's removal.
- Should an officer be removed or resign mid-year, a special election will be held to fill the vacant position.

Article X: Statement on the number of members needed to achieve quorum, the necessary voting percentages to conduct business, and frequency of meetings.

- **Frequency of Meetings:**
 - General meetings will be held every other Monday, from 6-7 pm, either virtually, or in an on-campus classroom as scheduled through the Room and Course Scheduling website.
 - Officer meetings are held just as frequently as general member meetings, typically before or after general meetings.
- **Quorum:**
 - Quorum for all meetings and voting will be $\frac{1}{2}$ + one of total membership.

Article XI: University Policies and Procedures

The Wilbur club is willing to work in a democratic manner within the framework of all University of Arizona policies and procedures. The Wilbur club is not a member of a national or regional organization.

Article XII: Statement of Non Discrimination:

"This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office. Pursuant to Arizona Revised Statute 15-1863, religious or political student organizations may determine that ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines and resolving the organization's disputes are in furtherance of the organization's religious or political mission and that only persons committed to that

mission should conduct such activities. Pursuant to Section 106.14 of the regulations promulgated under Title IX of the US Education Act Amendment of 1972, Social Greek Letter Organizations may limit membership based on gender.”

Article XIII: Statement of Financial Responsibility

The treasurer 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

“The Wilbur Club will not conspire to engage in hazing, participate in hazing, 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.”

Article XV: Statement of Compliance with Campus Regulations

“The Wilbur Club shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws.”

Article XVI:

The Wilbur Club is subject to the Arizona Board of Regents code of conduct.