

ARTICLE V MEETINGS

- Section 1 State a regular meeting schedule such as “the club will hold 26 meetings in an academic year” or “ the club will meet at least twice a month”. However, the statement should not be day or time specific as this may change semester to semester.
- Section 2 State that general meetings are open to the entire student body.
- Section 3 There should be a clause about emergency meetings. State who can call the meeting and how much notification should be given to the members before it convenes.

ARTICLE VI VOTING

- Section 1 State that only active members may vote and which officers have the right to vote. Usually, the President of an organization votes only to break a tie.
- Section 2 State the quorum needed in order to conduct business such as (50% +1).
- Section 3 State the majority and how it is derived by specifying whether a motion passes by a simple majority (50% +1) or a super majority (two-thirds).

ARTICLE VII FINANCES

- Section 1 State how the finances of the club/organization are handled and by whom.
- Section 2 State how the club/organization receives monies.
- Section 3 If the club/organization will have dues it is important to state that they will not be excessive. There should not be a set amount stated in the constitution. It should be voted on each year by the membership.

ARTICLE VIII AMENDMENTS & EFFECTIVE DATE OF THE CONSTITUTION

State the process for amending the constitution. The procedures and the required vote for amending must be detailed. For example, “Proposed amendments to the Constitution shall be submitted by the President to the membership one week prior to their consideration. All amendments require a two-thirds (2/3) or simple majority (50% +1) vote of members present

for passage at a designated meeting at which a quorum is present and voting". The date that it is voted on should also be placed in the constitution at this time.

ARTICLE IX
STATEMENT OF NONDISCRIMINATION

This article MUST include a prohibition against illegal discrimination. For example:
The "Name of Club" of Penn State Erie, The Behrend College at no time shall discriminate against a person because of that person's race, religion, sex, sexual orientation, color, national origin, ethnic background, age, differential ability, or veteran's status, as in agreement with University Policy.