

OFFICE OF STUDENT LIFE AND DEVELOPMENT
DIVISION OF STUDENT AFFAIRS

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Title

OFFICE OF STUDENT LIFE AND DEVELOPMENT
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CONSTITUTION AND BY-LAWS

OF

TUSKEGEE UNIVERSITY

TUSKEGEE, ALABAMA

OFFICE OF STUDENT LIFE AND DEVELOPMENT
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TUSKEGEE UNIVERSITY

Preamble

We, the _____ seeking to
provide an effective organization that will _____
_____do ordain and establish this constitution.

By-Laws

Article I: Name and Purpose

Section I. Name:

The name of this organization shall be the
_____.

Article II: Membership: Officers and Advisor

Section I. Membership

The membership of the organization shall consist of

Section II. Officers

The officers of the organization shall be president, vice president, recording secretary, corresponding secretary, treasurer, and parliamentarian.

Section III. Advisor

The Advisor shall be:

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Section II. Duties of Officers

a. President

The duties of the President shall be:

1. To preside over all meetings of the organization.
2. To enforce due observance of the constitution and By-Laws of the organization.
3. To call special meetings.
4. To appoint all committees not otherwise provided for in the constitution.
5. To serve as an ex-office member of all committees.
6. To sign all checks along with the treasurer and adviser for release of funds.
7. To serve as the official representative for the organization.

b. Vice President

The duties of the vice-president shall be:

1. To preside over meeting in the absence of the president.
2. To assume the responsibilities of the president in his/ her absence.
3. To become chairperson of the program committee.
4. To assume the presidency to fill an unexpired term.

c. Recording Secretary

The duties of the Recording Secretary shall be:

1. To record minutes at each regular and call meeting.
2. To record minutes at each regular and call meeting.
3. To maintain a record of minutes for all meetings.
4. To receive and record monies paid to the chapter and pass to the same to the Treasurer.
5. To assist the corresponding secretary when necessary.

d. Corresponding Secretary

The duties of the Corresponding Secretary shall be:

1. To serve in the absence of the Recording Secretary.
2. To be responsible for all communications and keeping a record of the same.
3. To read correspondence at meetings when required.
4. To assist the Recording Secretary as needed.

e. Treasurer

The duties of the Treasurer shall be:

1. To receive all money for the organization from the Secretary and deposit it in the organization's account.
2. To secure the signature of the President before withdrawing any amount from the account.
3. To give a verbal or written report at each meeting showing disbursements and balance of funds on hand.
4. To deliver to the successor all records of monies and the checkbook.

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Article VII: Meeting

Section I. Business Meetings:

Call meeting may be held as necessary by the decision of the President or Executive Committee and the purpose made clear in a notice to all members.

Section II.