**Constitution and By-laws for (Organization Name)**

**PREAMBLE**

The (organization name) has been established to create an environment where students are provided the opportunity to study the Bible in reference to the great commission given by Jesus in Matthew 28 as fulfilled in Acts 2. The purpose of this constitution is to inform members and interested parties of the standard of (organization name).

**ARTICLE I. NAME**

**Section 1.** This organization is known and called (organization name). When being referred to outside of campus it will be known as (organization name) at (University name).

**ARTICLE II. PURPOSE**

**Section 1.** The purpose of this organization is to facilitate a deeper understanding of Christ. Our purpose is to also provide a place where people can ask questions in a safe environment without feeling persecuted. Another purpose is to provide a social environment where people can feel united. The group was founded mainly to draw closer to Christ as well as build relationships with other people.

**Section 2.** (Organization name) understands and is committed to fulfilling its responsibilities of abiding by (University name) policies. This section should include a statement of the group's willingness to abide by established University policies.

**ARTICLE III. MEMBERSHIP**

**Section 1.** Anyone with a willingness or interest to know more about Christ is welcome to join. No minimum GPA requirements. Membership does require affiliation with the University. Only undergraduate members are allowed to vote for officers.

**Section 2.** Voluntary withdrawal of membership may be provided for current members at any time. There are no dues or other fees.

**Section 3.** (Organization name) does not restrict membership or discriminate on the basis of race, color, creed, sex, sexual orientation, gender identity, gender expression, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution.

 **ARTICLE IV. EXECUTIVE BOARD AND OFFICERS**

**Section 1**. The Executive Board

The Executive Board is composed of elected officers.

**Section 1.1** The Executive Board will serve the purpose of administrative and organizational duties of (organization name). Members of the board will serve until graduation unless they opt out.

**Section 1.2** In the case of graduation or opting out a vote will commence to fill the position.

**Section 2**. Officers

The officers of (organization name) are the President, Vice President, Secretary, Treasurer, and any other university required positions.

**Section 2.1** Duties of President

The President will:

A. Preside the meetings

B. Serve as a spokesperson for the group

C. Plan lessons for meetings

D. Make the final decision should the executive board come to a tie

E. Serve as liaison to the SGA should another officer be unavailable

**Section 2.2** Duties of Vice President

A. Perform the duties of the President when the President is unable to perform them. The Vice President will become the President once the President graduates or the President steps down (for any reason).

**Section 2.3** Duties of Secretary

A. To take notes at meetings

B. Attendance keeper

C. Keep and up to date contact sheet

**Section 2.4** Duties of Treasurer

A. Financial Liaison to SGA

B. Responsible for the budget and attending all SGA financial meetings

C. Maintain the account for ACM and determine what is necessary for the group

D. Responsible for food at meeting

**ARTICLE V. OPERATIONS**

**Section 1.** Election Process

Elections will take place (when necessary) in the month of April.

All members of (organization name) will nominate and then vote for officers when positions arise. A majority vote will determine the new officer. Parties will be nominated verbally and a written vote will be handed in. Each officer will hold the position until graduation or upon a decision to leave the position. Any member with good standing (80% or greater attendance in the group) is eligible for nomination. At the beginning of each semester all newly elected officers will assume their positions.

**ARTICLE VI. AMENDMENTS**

**Section 1.** Amendments may be proposed by any member of good standing and with good reason. Voting of allowing the proposed amendment will take place two weeks after the proposal. The proposal must first be taken up with the President who will decide if it is appropriate. After this the Executive Board will hear the proposal and upon agreement from the Executive Board allotted time will be held during the meeting. After the two week period a vote will take place to determine the result of the proposal. Majority decision (51%) will decide and in the case of a tie the President will have the final say.

**ARTICLE VII. REGISTRATION RENEWAL**

**Section 1.** The date for annual registration renewal will be in specified month, exactly one month after elections.

**BY-LAWS (Edit as applicable)**

**1)** Meetings

Held twice a week as determined each semester by executive board.

**2)** Meetings will follow this structure:

Attendance Welcome

Prayer

Worship

Lesson/Bible Study by President or guest speaker

Prayer

New ideas/proposals

Dismissal by President

**3)** (organization name) will submit a budget to the Student Government Association Finance Committee on an annual basis and request funding appropriate to the effective operation of the organization for each year.