

CLUB CONSTITUTION

**The Recognized Constitution of:**

|  |
| --- |
| *Club Name* |
|  |
| *Date* |

READ THROUGH ALL PARTS **CAREFULLY**.

THIS IS **THE CONSTITUTION OF YOUR ORGANIZATION**.

General questions and inquiries are to be direct to:

Student Services Team

Student Affairs

Academic Building A208

032-626-1198 / [student@sunykorea.ac.kr](mailto:student@sunykorea.ac.kr)

**Original Copy filed in office of Student Services Team, Room A208**

(Revised in Spring 2023)

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# ARTICLES

## ARTICLE 1: NAME

### The name of the Club may denote affiliation with SUNY Korea, using the following approved template: “ \_\_\_\_\_\_\_ at SUNY Korea”.

### The name of the Club shall ***not*** contain the words “Council”, “Undergraduate Society” or any names that include political, hateful, or hurtful language.

### The name of the Club shall imply the purposes of the Club.

### In case of using a name or logo which is being used by another organization, association, or society, written permission in the form of a contract is to be sought for the use of the same name or logo.

**THE NAME OF THIS ORGANIZATION SHALL BE:**

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## ARTICLE 2: PURPOSE

The Purpose of the Club is stated to ensure continuity from year to year. It also distinguishes you from the other clubs on campus

**THE PURPOSE OF THIS ORGANIZATION ARE:**

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## ARTICLE 3: CATEGORY

### The Category is to help Administration organize the club directory.

### The Categories are: Academics/Management, Advocacy, Civic Engagement/Community Service, Cultural/Identity, Leisure/Hobby/Special Interests (Other), Media/Arts/Performance, Political/Social Action, Governing Body, Recreational/Athletic, Science, Social, and Spiritual, Pre-Professional.

**THE**   **IS A(N)**

**CLUB.**

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## ARTICLE 4: MEMBERSHIP

THE MEMBERSHIP OF THIS ORGANIZATION SHALL COMPRISE OF:

### Active Members shall be those members who are registered in a credit course at the University or its affiliated institutions and are not in default of payment of the university fee, and who pay a club membership fee. There must be at least 10 active general members and 3 executive members (minimum 13 in total).

### Associate members shall be those club members who are not Active Members but who pay a club membership fee. They can be SUNY Korea alumni, research fellows, faculty members, staff, non-SUNY Korea students, or others willing to be involved in Club activities. They shall not be permitted to vote, or sign Club Petitions.

### Honorary Members shall be Club members who are not Active Members and who do not pay club membership fee, and shall not be permitted to vote, hold office or sign Club Petitions.

### A minimum of two-thirds (2/3) of the club’s membership shall be Active Members of the SUNY Korea Student Club.

### The number of Associate Members and Honorary Members shall not be more than one-third (1/3) of the Club’s membership.

### The membership period shall not be longer than one (1) year.

### Active Members shall pay a semester non-refundable membership fee of a minimum of one thousand Korean won (1,000 KRW) as approved by resolution of a General Meeting with quorum, at the time of registration. Associate membership fees shall be at least fifty percent (50%) more than Active membership fees.

### Changes in membership fees shall not become binding on established members until the termination of the current membership period.

### Each new member of a club, including Associate and Honorary members, must sign an SUNY Korea Student Club General Member Waiver form.

## ARTICLE 5: EXECUTIVE COMMITTEE

The Club shall have an Executive Committee comprising of the following Executive Officers (President, Vice President and Treasurer must be on this list) elected every semester by the Active Members. **Executive Titles listed here may not be hired under any circumstance.**

### President

### Vice President

### Treasurer

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*Note: The President, Vice President, and Treasurer are automatic Booking Representatives, unless the task is assigned to another executive in Bylaw 5. One Booking Representative must always be the Treasurer.*

## ARTICLE 6: FUNDS

### All constituted SUNY Korea Student clubs by SUNY Korea must report their bank account with the club name to Student Affairs of SUNY Korea including the semester budget plan.

### All financial transactions shall be made explicit through the reported bank account; all financial dealings shall be done through the official treasurer of the club and kept in record.

### If any unauthorized accounts are discovered (i.e. other bank accounts that is not reported, cash transactions…etc.), the Club will be subject to de-constitution under the discretion of SUNY Korea Student Affairs. These controls are necessary for the protection of the Club against a dishonest signing officer, or for protection against the loss of the Club’s monetary transaction records.

### All membership fees must be deposited in the reported club bank account.

### **THE SOLE SIGNING OFFICER OF THIS ORGANIZATION SHALL BE THE: TREASURER.** *\*The Treasurer must be the signing officer.*

## ARTICLE 7: CONSTITUTIONAL AMENDMENTS

### An amendment may be proposed at a General Meeting if it is passed by the Executive Committee and presented with signed minutes.

### An amendment may be proposed at a General Meeting if it is presented by a signed petition representing percent ( %) of the **non-executive active membership.**

### All amendments to the Constitution shall be proposed at a General Meeting of the Club at least two weeks before they are voted upon. All amendments must be passed by two- thirds (2/3) majority at the General Meeting where the quorum is fulfilled.

### 7.4 All amendments shall be forwarded to Student Affairs of SUNY Korea and shall be favorably voted upon by SUNY Korea Student Affairs in order to become effective.

## ARTICLE 8: QUORUM

### Unless otherwise stated, the quorum for all meetings shall be percent ( %) of the Active membership of the Club excluding the Executive Members.

### *Note: Quorum is often between 15% and 30%.*

# BYLAWS

## BYLAW 1: GENERAL MEETINGS

#### Each Club shall have at least one General Meeting during each term of the school year. There shall be a minimum of one (1) Semester General Meeting (AGM) during the University winter session.

#### A General Meeting shall be called by the President at the request of the Executive Committee.

#### A General Meeting shall be called by the President on receipt of a petition representing at least forty percent (40%) of the active membership of the Club, or quorum as specified in the Club constitution, whichever is lesser. The dates must be at least seven (7) days after the initial receipt of the petition.

#### Notice of the General Meeting shall be posted in an obvious place at least seven (7) days before the meeting is to take place.

#### The President shall post the Agenda for the General Meeting at least three (3) days prior to the meeting.

#### Minutes of the meetings must be kept if Club decisions are to be upheld by SUNY Korea Student Affairs in case of dispute, and shall be the accepted record of proceedings.

## BYLAW 2: ELECTIONS

#### The election of Executive Officers shall take place by May 12, 2023.

#### Voting shall take place through secret ballot.

#### Nominations shall be submitted to the President at least a week before the election meeting. If the President is running for a second term, the Vice President shall accept nominations.

#### The President may accept nominations from the floor.

#### The new Executive Committee shall assume office at the second Executive Meeting after the election.

#### Results of the election shall be submitted to Student Affairs of SUNY Korea no later than seven (7) days after the election.

#### By-elections shall be called by the President to fill vacant Executive positions. In the event of the Presidency being vacated, the Vice-President shall call a by-election.

#### The elected President of the club cannot also be the signing officer of the club.

## BYLAW 3: ELIGIBILITY OF EXECUTIVE OFFICERS

#### Only living, Active Members of the SUNY Korea Student club shall be eligible to hold executive offices.

#### All Executive Officers must be registered full-time during both academic semesters.

## BYLAW 4: MEMBERSHIP PRIVILEGES

#### Only active SUNY Korea student club members shall vote, sign Petitions or be elected to the club executive.

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## BYLAW 5: EXECUTIVE DUTIES

| **Title Duties** President | Act as liaison to Student AffairsCalling a General MeetingAct as one of the two Booking Representatives of the club. |
| --- | --- |
| **Title Duties** Treasurer | Act as liaison to Student AffairsCalling a General MeetingAct as one of the two Booking Representatives of the club. |
| **Title Duties** Vice President |  |
| **Title Duties** |  |
| **Title Duties** |  |
| **Title Duties** |  |
| **Title Duties** |  |

*All Executives listed above MUST be elected every semester and reported to Student Services Team (*[*student@sunykorea.ac.kr*](mailto:student@sunykorea.ac.kr)*).*

## BYLAW 6: PROCEDURE

#### All procedural matters shall be governed by Robert’s Rules of Order, Newly Revised.

#### Any further discrepancies shall be decided by Student Council, which is the final authority.

## BYLAW 7: MEMBERSHIP

#### Fees shall not be refundable under any circumstances

#### Amendments to a club’s membership fees must be approved by 2/3 majority of Active Members at a General Meeting, and then must be approved by SUNY Korea Student Affairs before they become effective.

#### Active membership fees shall be: (Minimum of 1,000 KRW)

#### Associate membership fees shall be: (At least fifty percent (50%) more than the Active membership fees)

#### Honorary membership fees shall be zero (0) Korean Won.

## BYLAW 8: COMMITTEES

#### Committees shall be appointed by the Executive Officers or at a General Meeting. The Executive Officers still shall take the responsibility to supervise and control the activities of all the committees.

## BYLAW 9: INTERPRETATION

#### Nothing in these bylaws shall be interpreted in a manner contradictory to the SUNY Korea Constitution, Code, rules, regulations or policies enacted from time to time by SUNY Korea Student Affairs.

# DOCUMENTATION

Please also attach a copy of the following:

1. Letter to the SUNY Korea Club Committee that further explains the intended purpose of the Club
2. Filled in Club Constitution
3. General Membership Waiver Form (Full Membership List); Google Form
4. Semester plan of the events and activities and semester prospective budget
5. Contact information of the Club Executive Members.

**This Constitution is submitted by** (Please Print):

Club President’s Name Signature Date

Faculty Advisor’s Name Signature Date

*Note: Once Official SUNY Korea Student Club status is achieved, it must be renewed every semester, prior to the 3rd Friday of each semester, in order to be processed for the following semester. Clubs must renew their status every semester in order to continue to be an Official SUNY Korea Student Club. Any club that does not renew will be automatically deactivated and lose all of the rights and privileges of the Official SUNY Korea Student Club.*