

PRATT INSTITUTE STUDENT ORGANIZATION
SAMPLE CONSTITUTION

Article I. Name

Section 1. The name of this organization shall be Pratt Institute Organization.

Article II. Purpose

Section 1. The purpose of this organization shall be:

- a. to function as a student organization
- b. to encourage participation
- c. to create campus programs and services
- d. etc., as necessary

Article III. Membership and Dues

Section 1. Membership in this organization shall be open to all Pratt Institute Students

Section 2. Membership shall be maintained by the payment of dues that are established by the Executive Committee, (or as decided by membership), or there shall be no dues.

Article IV. Officers

Section 1. The officers of the organization shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

Section 2. Duties and Powers

- a. The duties of the President shall be to preside at all meetings, call special meetings, appoint special committees, etc.
- b. The duties of the Vice-President shall be to perform all duties of the President in his/her absence, to foster membership development, etc.
- c. The duties of the Secretary shall be to keep an accurate and permanent record of the organization, to prepare all correspondence, to notify the Student Activities Office of all meetings and activities, make necessary reports, etc.
- d. The duties of the Treasurer shall be to keep an accurate and complete record of all monetary transactions, to collect the club dues, etc. The Treasurer must disburse fund money in accordance with the regulations of the Student Council Finance Committee of Pratt Institute.

This is a basic draft of a constitution, it is designed to be changed to fit your group. Your group may not want to structure itself traditionally, or may want to make your own criteria for membership. If you need any help constructing your constitution or you have questions, please contact the Student Activities Office.