

Organization

Constitution

Preamble and Mission Statement of the ***ORGANIZATION***

We, the members of the ***ORGANIZATION*** seek to promote positive images of our organization by encouraging ORGANIZATION activities, community service projects, trust, reliability, friendship, a love of our organization and people, and honoring Lincoln University and her rich heritage and history. We also seek to become productive undergraduates while we are here, and contributing alumni when we graduate.

Executive Board members of the ***ORGANIZATION*** are elected to represent our constituents. We will participate in community service projects, organization events, University events, and work with the Student Government Association to learn how it operates and functions in serving the student body as a whole.

As Executive Board members of the ***ORGANIZATION*** we realize that each position we hold on this board requires diligence, character, and various other qualities mirrored in leaders. As members of the first Historically Black College and University, we often have a tendency to become lost in the fray of activities and the onslaught of new situations. To help remedy this, the ***ORGANIZATION*** opens the door to various campus leadership positions and allows the opportunity to develop valuable network of contacts on campus.

Article I- Name

The name of our organization shall be *ORGANIZATION*.

Article II- Executive Board Officers of the ORGANIZATION

The *ORGANIZATION* of Lincoln University shall consist of ten/eleven (10/11) Executive Board Officers, a primary advisor, and a secondary advisor. The *ORGANIZATION*, according to this constitution, elects these officers. They shall assume these positions no later than the first day the academic year, but no sooner than the first business day after organization elections in the Spring. Each officer understands that the voting members of board are: President, Vice President, Secretary, Treasurer, Senator, Parliamentarian, and Historian. Each vote weighs the same. All other officers are allowed to discuss, however they are not voting members.

Article III- Executive Board Officer Titles

A. Office of the President: The President shall:

1. Be the chairperson and Chief Executive Officer of the Executive Board.
2. Act as liaison between the organization and the advisor.
3. Represent the organization at social events.
4. Conduct organization meetings monthly and Executive Board meetings regularly as agreed to by the board.
5. Give a report to the Executive Board and the organization at meetings.
6. Represent the organization at all Presidents' Council Meetings held by the Student Government Association and give a report of the meeting to the Executive Board and the organization.
7. Assist with the development of ideas for the organization.

B. Office of the Vice President: The Vice President shall:

1. Act as the President in the absence of the President.
2. Serve as Chairperson to all Executive Board committees.
3. Submit proposed legislation and other action from the Executive Board.
4. Give a report to the Executive Board and the organization at meetings.
5. Assist with the development of ideas for the organization.

C. Office of the Treasurer: The Treasurer shall:

1. Be responsible for the budget of the *ORGANIZATION*.
2. Present a Treasury report at each Executive Board and ORGANIZATION meeting.
3. Deposit all collected funds with the advisor into the *ORGANIZATION* account at the bank which the *ORGANIZATION* holds an account (generally Fulton Bank.)
4. Have the power to refuse the signing for funds release.
5. Give a report to the Executive Board and the ORGANIZATION at meetings.
6. Assist with the development of ideas for the organization.

D. Office of the Secretary: The Secretary shall:

1. Be responsible for all outgoing and incoming correspondence of the Executive Board, including but not limited to flyers and letters.
2. Be responsible for keeping accurate minutes at all Executive Board and organization meetings.
3. Have the power to appoint a non-voting assistant if needed.

4. Give a report to the Executive Board and the organization at meetings.
5. Assist with the development of ideas for the ORGANIZATION.

E. Office of the Senator: The Senator Shall:

1. Represent the ORGANIZATION at all Senate meetings held by the Student Government Association.
2. Present a Senate report at Executive Board and ORGANIZATION meetings.
3. Assist with the development of ideas for the organization.

F. Office of the Alternate Senator: The Alternate Senator shall:

1. Act as the Senator in the absence of the Senator.
2. Assist with the development of ideas for the organization.

G. Office of the Parliamentarian: The Parliamentarian shall:

1. Maintain peace and control during all Executive Board and organization meetings.
2. Be available to assist in crowd control at all activities and programs held by the Executive Board.
3. Enforce Robert's Rules of Order during Executive Board and organization meetings.
4. Assist with the development of ideas for the organization.

H. Office of the Historian (does not exist during Senior Year): The Historian shall:

1. Develop a system for maintaining all photos of direct or indirect events including the *ORGANIZATION*.
2. Maintain all memorabilia for the *ORGANIZATION*.
3. Maintain an accurate record of memorabilia.
4. Give a report to the Executive Board and the organization at meetings, as necessary.
5. Assist with the development of ideas for the organization.

I. Office of the Queen: The Queen shall:

1. Represent the organization at such functions as the Coronation of Mr. and Miss Lincoln University.
2. Assist Miss Lincoln University with programs during the academic year as she requires.
3. Serve as co-chair with King of the Homecoming Committee.
4. Assist with the development of ideas for the organization.

J. Office of the King: The King shall:

1. Represent the organization at such functions as the Coronation of Mr. and Miss Lincoln University.
2. Assist Mister Lincoln University with programs during the academic year as he requires.
3. Serve as co-chair with Queen of the Homecoming Committee.
4. Assist with the development of ideas for the organization.

K. Office of Editor (for Senior ORGANIZATION only; office exists during the Senior Year only): The Editor shall:

1. Create and maintain Yearbook budget with the ORGANIZATION Treasurer.

2. Handle all business affairs with yearbook company, in collaboration with the ORGANIZATION Advisor.
3. Hold regular yearbook staff and committee meetings.
4. Set up yearbook committees and oversee progress of committees.
5. Provide regular reports of the progression of the yearbook to the Executive Board and the ORGANIZATION.
6. Ensure that all final review of the yearbook has been approved by the Office of Student Life and Development as mandated.

L. Office of the Co-Editor (for Senior ORGANIZATION only; office exists during the Senior Year only): The Co-Editor shall:

1. Assist Editor where necessary.
2. Act as Editor in the absence of the Editor.
3. Assist with the development and distribution of yearbook.

M. Advisor (Primary): The Advisor shall:

1. Serve as the resource person by providing organizational members with significant direction of the appropriate ways of managing their business affairs.
2. Attend all functions held by the organization.
3. Serve as a mediator for any business discrepancies.
4. Ensure that the organization complies with all University rules and regulations.
5. Participate in Advisor's Training as required by the Office of Student Life and Development.
6. Have basic knowledge of the history, structure, and purpose of the organization.

N. Assistant Advisor (Secondary): The Assistant Advisor shall:

1. Assume all responsibilities of the Advisor in his/her absence.

Article IV- Impeachment and Replacement

A. Impeachment

1. An Executive Board Member may be impeached if he/she :
 - a. Fails to perform his/her appointed duties repeatedly.
 - b. Fails to maintain the required criteria under which he/she was elected.
2. The remainder of the Executive Board must provide written evidence to the Advisor of why an impeachment is necessary; after a verdict has been reached, the results must be made available to the constituency immediately.

B. Replacement

1. A replacement occurs when an Executive Board member has been impeached or has resigned.
2. Any replacements must be made with the consent of the constituency by a majority vote via a special election.

ArticleV- Dues

A. Dues:

1. Shall be regulated by the Executive Board each year.
2. Any other items or otherwise as deemed by the Executive Board and Advisor.

Article VI- Elections

In order for the **ORGANIZATION** of Lincoln University to function as a democracy, the ORGANIZATION must elect officers in the late Spring of each academic year. ***An advisor must be present at the elections or the results will be rendered null and void.*** The offices to be voted upon during the election process shall be:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Parliamentarian
- F. Historian
- G. Senator
- H. Alternate Senator
- I. Queen
- J. King
- K. Editor
- L. Co-Editor (this position shall be filled by the person who receives second place votes for the position of Editor)

A. **Criteria for Candidates: Each candidate shall:**

1. Be a full time student at Lincoln University.
2. Demonstrate good character and leadership to the **ORGANIZATION**.
3. Maintain at least a 2.50 GPA; officers not maintaining a 2.5 GPA at the end of a Fall semester will be asked to step down from their position, if they have not brought their grades up to a 2.50 by midterms in the Spring semester.
4. Complete an application.

B. **Vacancies:**

1. If any of the positions of the Executive Board are vacant, the remaining members of the Executive Board shall appoint officers or hold special elections to fill the vacant positions.

C. **Ballots: The Official ORGANIZATION ballots must be printed for each election, and should be of the following nature:**

1. Must contain the office name of candidate/s seeking election.
2. Must be marked with an "X" or check mark. Any other type of mark will cause the vote to be null and void for that selection.
3. Each ORGANIZATION member who attends the elections will be issued one ballot, as long as they are on the current student body list. (Only applies to classes)
4. A qualified member of the ORGANIZATION is one who holds the required amount of credits to be classified. (Only applies to classes)

