This serves as a framework for your organisation to write a constitution. Each group has a different mission and purpose that should be included in your constitution. When writing your constitution, make sure it reflects the needs of your organisation and how it will function effectively. Feel free to add different language and different sections that you feel are important to the organisation. Your constitution is the first source that will be used to settle disputes in your organisation. For example, if a conflict arises over the election process, your constitution will be used to settle the dispute. Thus, you should include all necessary and applicable provisions as they relate to your organisation, as to avoid possible conflicts later on.

### Yale-NUS College Students for Equality

#### ARTICLE I

**NAME:**
The name of this organisation will hereby be known as the Yale-NUS Club for Student Equality.

#### ARTICLE II

**AIM/PURPOSE:**
This organisation or society will serve to foster an awareness and debate on the issues of equality, in regards to race, gender, and nationality and will promote the achievement of the organisation’s goals.

#### ARTICLE III

**MEMBERSHIP:**
1. Membership in Students for Equality will be equally available to all Yale-NUS and NUS students. There may not be any discrimination because of race, religion, political views, nationality, handicap, sex, etc.
2. An official member of this organisation is one who has attended three meetings during one semester, and paid any applicable annual dues. The membership list will be kept updated by the Secretary of the organisation.

#### ARTICLE IV

**OFFICERS:**
1. This organisation/society will consist of at least four officers: President, Vice President, Treasurer and Secretary.
2. Additional officers will be added where needed in the future.

#### ARTICLE V

**OFFICER’S RESPONSIBILITIES:**

**President:**
1. It will be the duty of the president to call, preside over and adjourn all meetings of this society/organisation.
2. The President is also responsible for performing other various duties that are required by the organisation.

**Vice President:**
1. The Vice President will assume the duties and responsibilities of the President if he/she must resign from that position.
2. The Vice President shall preside over meetings if the President is unable to attend, assuming the responsibilities and duties of the President for that meeting.

3. The Vice President will be the supervisor of all committees within the organisation/society, and will settle any disputes between or among committees.

Treasurer:
1. All fiscal matters are the responsibility of the Treasurer.
2. The Treasurer will be responsible for signing all necessary paperwork with the Student Activities Office and is the sole signatory for the funds of the organisation.

Secretary:
1. It is the duty of the Secretary to keep updated minutes of all meetings of the society/organisation.
2. The Secretary will be responsible for maintaining correspondence between appropriate parties.
3. The Secretary will be responsible for maintaining a membership list of all official members.

ARTICLE VI

ELECTIONS:
1. Elections for officers should be held next semester (Jan 2014).
2. Dean’s Fellow and Faculty Advisor will oversee the elections.
3. The candidates receiving a plurality of votes will be deemed the winner.
4. All candidates must be members of the organisation to be nominated and elected, as explained in Article III.
5. For an election to be valid a majority of the official members must be present during the voting. The Secretary according to the number of official dues paying members, or will determine this number by determining a majority of the average attendance at meetings.

ARTICLE VII

VOTING:
1. All official members of the organisation/society are allowed to vote.
2. Official status requires that you meet the membership obligation of Students for Equality.

ARTICLE VIII

MEETINGS:
1. Students for Equality will meet once every 2 weeks.
2. The President will have the authority to order a special meeting whenever he/she deems necessary.