

STUDENT ORGANIZATION CONSTITUTION CHECKLIST

Name of Organization

The *Student Handbook* requires organizations to include this information in constitutions.

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- ARTICLE ONE (Name)**
State the name of the organization. (*Organizations should not use "The University of Alabama" in the title of the organization.*)
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- ARTICLE TWO (Purpose)**
State the purpose, objectives, and aims of the organization.
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- ARTICLE THREE (Members)**
State the requirements for membership, including the following aspects of organizational membership:
- (1) Organizations must allow for self-nomination for membership.
 - (2) If non-University of Alabama students are allowed membership, at least 50% plus one of the membership should be University of Alabama students. All organization officers must be University of Alabama students.
 - (3) Membership selection and expulsion procedures should be outlined.
 - (4) Membership in registered student organizations shall be open to all students of The University of Alabama, without regard to race, religion, sex, disability, or national origin, except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex.
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- ARTICLE FOUR (Offices)**
Include a (1) list of offices, (2) the terms of office, (3) descriptions of office responsibilities, (4) officer election/selection procedures, and (5) provisions for filling vacancies.
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- ARTICLE FIVE (Meetings)**
State when regular meetings are to be held as well as provisions for calling special meetings. *State what number constitutes a quorum at any organizational meeting.*
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- ARTICLE SIX (Relationships)**
State any present or intended relationship the organization may have to any other local, state, or national organization. Include one copy of the constitution and by-laws of any such related organization.
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- ARTICLE SEVEN (Committees)**
Include the structure of the executive committees, a description of standing committees, and the responsibilities of each committee/committee chairperson, and the method of membership and chairperson selection.
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- ARTICLE EIGHT (Advisors)**
State the selection procedures for the advisor(s), the advisor's responsibilities, and the length of the advisor's term. The advisor(s) must be a full-time faculty, staff, or a full-time employee of The University of Alabama.
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- ARTICLE NINE (Parliamentary Authority)**
Provide for some form of parliamentary authority (*Robert's Rules of Order recommended*).
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- ARTICLE TEN (Amendments)**
State provisions for adopting amendments.
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- ARTICLE ELEVEN (By-Laws)**
State provisions for adopting by-laws.

Approved

Date

CONSTITUTION OF
THE AARDVARK TIDDLYWINKS ASSOCIATION

ADOPTED MAY 1990
REVISED MAY 1994

ARTICLE I
NAME

The name of this organization shall be the Aardvark Tiddlywinks Association.

ARTICLE II
PURPOSE

The purposes of this association are to promote interest in the history and development of tiddlywinks and to provide opportunities for members to play tiddlywinks.

ARTICLE III
MEMBERS

- Section 1. Persons interested in becoming members may join after attending two consecutive meetings and paying the required dues. No formal application or interview is required.
- Section 2. Active members shall be enrolled students at The University of Alabama. Associate members shall be faculty or staff interested in tiddlywinks.
- Section 3. The number of active members in the organization must be one more than 50% of the total number of members. Associate members are not eligible to hold office or to vote.
- Section 4. Annual dues of \$5.00 shall be paid by September 30 of each year, after which a member will be dropped by nonpayment of dues.
- Section 5. In order to maintain active membership status, a member must compete in at least three (3) tiddlywinks games per semester. Failure to meet this requirement will result in expulsion from the association. Expelled members must wait a semester (excluding summers) before they may seek active membership status.
- Section 6. Membership in the Aardvark Tiddlywinks Association shall be open to all students of The University of Alabama, without regard to race, religion, sex, disability, or national origin.

ARTICLE IV
OFFICE

- Section 1. The officers of the association shall be President, Vice President, Secretary, and Treasurer. These officers shall comprise the executive committee.
- Section 2. Officers shall be elected at the first meeting in April each year from the pool of nominations. Active members seeking office may be nominated by other members or by themselves.
- Section 3. Elections shall be by secret ballot. Candidates receiving one vote more than 50% of the total number of votes cast shall be named to their respective officers.
- Section 4. Officers shall be elected to serve for one year, beginning at the close of the meeting at which they are elected. Vacancies in offices shall be filled by nomination and voting by a quorum of active members.
- Section 5. The President is responsible for presiding over all meetings and determining play dates of the next tiddlywinks game.
- Section 6. The Vice President is responsible for setting up all game materials at each play date and ordering new materials as needed.

- Section 7. The Secretary is responsible for recording the minutes and the results of each tiddlywinks game. Those records must be open to inspection to all members.
- Section 8. The Treasurer is responsible for collecting membership dues and dispensing funds for the purchase of new game equipment.

ARTICLE V **MEETINGS**

- Section 1. The regular meetings of the association shall be held on the first and third Wednesdays of each month from September to May unless otherwise ordered by the organization or by the Executive Committee.
- Section 2. The regular meeting on the first Wednesday in April shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports from officers and committees, and for any other business that may arise.
- Section 3. Special meetings may be called by the President or of the Executive Committee and shall be called upon the written request of 10 members of the association. The purpose of the meeting shall be stated in the notice, and three days notice shall be given except in cases of emergencies.
- Section 4. Fifty percent of the active members shall constitute a quorum.

ARTICLE VI **RELATIONSHIP**

Aardvark Tiddlywinks Association shall have no relationship to or be controlled by any other local, state or national organization.

ARTICLE VII **COMMITTEES**

- Section 1. The Executive Committee shall include the officers of the association. They shall supervise affairs of the association between its business meetings, make recommendations to the association and perform other duties as specified in these by-laws. The Executive Committee shall be subject to the orders of the association, and none of its acts shall conflict with actions taken by the association.
- Section 2. Other committees, standing or special, shall be appointed by the President as the association or the Executive Committee deem necessary to carry on the work of the association.

ARTICLE VIII **ADVISOR**

One or more advisors shall be elected each year in the same manner as the association's officers. Responsibilities shall be those assigned by The University of Alabama Student Handbook.

ARTICLE IX **PARLIAMENTARY AUTHORITY**

The rules contained in the current addition of Robert's Rules of Order, Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and special rules of order the association may adopt.

ARTICLE X **AMENDMENTS**

This constitution may be amended at any regular meeting of the association by two-thirds vote, provided the amendment has been submitted in writing at the previous regular meeting.

ARTICLE XI **BY-LAWS**

By-laws to this constitution may be added at any regular meeting of the association by two-thirds vote, provided the by-laws has been submitted in writing at the previous regular meeting.