Berklee Co-Writers Club Constitution

**ARTICLE I - NAME**
The name of this group shall be “Berklee Co-Writers Club”

**ARTICLE II - PURPOSE**
The purpose of this group is to develop a community of songwriters who are interested in developing their co-writing skills and collaborating with other writers.

**ARTICLE III - MEMBERSHIP**
Membership shall consist of any Berklee student, alumni, faculty, or staff member. Voting membership is limited to members who have been in attendance for 3 consecutive meetings prior to voting.

**ARTICLE IV - OFFICERS**

*President:*
The president organizes and runs club meetings, serves as the liason between the club and the Student Activities Office, represents the club at campus meetings, keeps the club advisor informed of club activities, and has the authority to create committees to carry out the club’s goal.

*Vice President:*
The vice-president will co-run meetings with the President, and take over the President’s duties in the case that she is sick or unable to due to an emergency.

*Secretary:*
The secretary is the custodian of all records of the club, records meeting proceedings and club activities, keeps a list of club members and addresses, handles all correspondence, and keeps membership informed of club projects and activities.

*Treasurer:*
The treasurer is responsible for all club finances, formulates and implements strategies to generate income, prepares funding allocations to be submitted following Policies and Procedures Governing Student Organizations, and prepares financial statement at the end of each active semester.

*Club officers Must obtain a 2.5 GPA Average to participate in leadership.*

**ARTICLE V - ELECTIONS**

Elections will be held at the third scheduled meeting of the spring semester. Membership will be advised of elections 2 weeks in advance of the election date. The term of office shall be October 1st to September 30th of the following year.

**ARTICLE VI - MEETINGS**
The group will meet at least once a week during the Fall and Spring semesters. Quorum for conducting business shall be 2/3 of voting membership. The secretary shall notify membership of all meetings.

ARTICLE VII - FINANCES

The group shall request funding or generate funds as needed following the Policy and Procedures Governing Student Organizations at Berklee.

ARTICLE VIII - AMENDMENTS

The organization can only accept amendments if there has been previous notice of such changes and quorum is present. Passage of amendments will be by a majority vote of 2/3 voting membership.

ARTICLE IX - RATIFICATION

The constitution shall be ratified with a quorum present and a majority vote of 2/3 voting membership.