

Sample Student Organization Constitution

(please change or modify to meet your organization's needs or develop your own)

Article I (Name)

The name of the organization shall be _____

Article II (Objective, Aims, or Purpose)

It shall be the purpose of _____ (name) to

Article III (Membership and Eligibility Criteria)

Section A: Membership is open to any enrolled University student who:

1. _____
2. _____
3. _____

Article IV (Voting)

Section A: A quorum will be _____

Section B: Each member in good standing may vote.

Section C: Proxy voting is allowed by the following process:

Article V (Officers)

Section A: The (name of organization) _____ shall have a President, Vice President, Secretary and/or Treasurer, Advisor (these titles may vary for your organization, or you may choose not to have officers at all but to have team leaders of equal standing and operate on a consensus model) . These officers comprise the Executive Committee or Board.

Section B: All officers must be members of _____ (name of group)

Section C: The term of office shall be from _____ (month/date) to _____ (month/date)

Section D: Election of officers shall be held _____ (annually/month)

At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by a ballot. The person receiving majority vote will be elected.

Section E: Any officer may be removed from membership by a two-thirds vote of the Executive Board.

Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Section F: Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group business meeting.

Article VI (Duties of Officers Defined- This is only one possible way to organize duties - you may decide on a different division of labor for your officers.)

Section A: The President

1. The president shall be the chief executive officer
2. The president shall appoint all committee chairpersons
3. The president, with approval of the executive board, directs the budget

4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

Section B: The Vice President

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.
4. The vice president will be responsible for scheduling programs.

Section C: The Secretary

1. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board.
2. The secretary will provide a copy of the minutes for each officer and keep a master file.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

Section D: Treasurer

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
4. The treasurer will perform other duties as directed by the president.

Article VII (the structure of group committees)

Section A: Committee Identification and Appointment

The following committees (other than Executive Board) shall be appointed by the President subject to ratification by the organization during a regular business meeting.

1. _____
2. _____
3. _____

Section B: The duties of the standing committees shall include: (provide details of responsibilities respective to the committee.

Article VIII (notice of meetings)

Section A: The times for regularly scheduled meetings shall be: _____

Section B: At least _____ days notice shall be given for each regular business meeting.

Section C: Special or emergency meetings may be called with less than _____ hours/days notice by the Executive Board.

Section D: The meetings shall include a quorum, order of business, and disposition of the minutes.

Article IX (parliamentary procedure)

Section A: (Example) *Robert's Rules of Order Revised* shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

Section B: The rules may be suspended by two-thirds vote of the present membership.