

Constitution Overview

Article I. Name

The name of the organization should reflect the nature of the organization. Include any acronyms that may be used to refer to the group on and off campus.

Article II. Purpose

Section 1. This section should state the purpose, aims and functions of the organizations.

Section 2. This section should state that the organization is willing to abide by all policies and procedures established by the University.

Article III. Membership and Dues

Section 1. This section should state who membership is open to, the requirements and size limitations of the membership.

Section 2. This section should outline the method of determining the amount of dues, if any.

Section 3. This section should illustrate that organization does not discriminate on the basis of race, color religion, gender, national origin, age, sexual orientation, and physical or mental ability or disability.

Article IV. Officers

Section 1. This section should be a list of the officer positions and the duration of terms. Also provisions should be made for vacancies of office. Names should not appear in the constitution, only the positions.

Section 2. List the duties and powers of each officer.

Article V. Function and Operation

Section 1. This section should state how officers shall be elected and if nominations shall be held. Also include any qualifications necessary to hold office (i.e. GPA requirement) and what members are eligible to make nominations.

Section 2. Determine how candidates shall be nominated (i.e. secret ballot, nominations from the floor, nomination committee).

Section 3. Illustrate how voting will take place (i.e. ballot, standing vote, show of hands). Also, determine what constitutes a majority vote.

Section 4. Specify when elections will be held, but keep it general.

Section 5. Determine the impeachment process of officers.

Article VI. Advisor

Section 1. This section should state role of the advisor.

Article VII. Finances

Section 1. This section should state the organization's plans to finance its activities.

Article VIII. Meetings

Section 1. This section should state the provisions for setting up a regular meeting time, as well as any provisions to be made for calling special meetings.

Article IX. Quorum

Section 1. This section should state the rules pertaining to the number of members, or the percentage of membership, required to be present at a meeting to transact business.

Article X. Amendments

Section 1. Amending the constitution should not be too simple a process for the sake of the stability of the organization. All amendments are subject for final approval by the appropriate governing body.

Section 2. This section should state the process of how proposed amendments shall be submitted and voted upon.