

Constitution Overview (Sample)

Article I. Name

Section 1.1 The name of this organization shall be University of Louisiana at Lafayette Students Association (ULSA).

Article II. Purpose

Section 1.1 The purpose of this organization is to create a space for students on campus to collaborate with one another, to develop leadership skills, and foster connection and relationships.

Section 2.1 This organization will adhere to all policies and regulations of the University of Louisiana at Lafayette and the University of Louisiana System.

Article III. Membership

Section 3.1 Membership shall be open to all full-time students at the University of Louisiana at Lafayette, as defined by the Office of the Registrar or the Office of the Dean of Students, who have completed at least 12 hours of college coursework, and have maintained at least a 2.5 overall GPA.

Section 3.2 Membership shall not be denied on the basis of race, color, religion, national origin, age, gender, sexual identity or disability.

Article VI. Officers

Section 6.1 The officers of this organization shall comprise the Executive Council. The Executive Council shall consist of the President, Vice President, Secretary, Treasurer, and any ad-hoc positions.

Section 6.2 All officers must maintain active status and good standing within the organization for the duration of their office.

Section 6.3 The President shall:

- A. Faithfully execute all duties listed herein.
- B. Preside over all general meetings.
- C. Manage the Presidential file, with all documents and procedures required for completion of duties.
- D. Preside over Executive Council meetings.
- E. Call special meetings, as needed.

Section 6.4 The Vice President shall:

- A. Assist the President with all duties, as requested.
- B. Perform the duties of the President in the absence of the President.
- C. Monitor the functions of the organization, including confirming that committees of the organization are completing their duties.
- D. Manage the Vice Presidential file, with all documents and procedures required for completion of duties.

Section 6.5 The Secretary shall:

- A. Take attendance and minutes at all meetings.
- B. Archive all meeting records.
- C. Manage the Secretarial file, with all documents and procedures required for completion of duties.
- D. Collect all Executive Files to pass to the next Executive Council.

Section 6.6 The Treasurer shall:

- A. Manage the finances of the organization.
- B. Develop an annual budget, to be presented no later than the third general meeting of the academic year.
- C. Facilitate the collection of dues.

- D. Facilitate necessary fundraisers for the organization.
- E. Manage the Treasurer file, with all documents and procedures required for completion of duties.

Section 6.7 Ad-hoc positions shall be presented, as needed by the President, pending a simple majority vote by the active membership at a general meeting in which quorum is present.

Section 6.8 Ad-hoc positions shall be filled by the process described in Article IV.

Article IV. Elections and Removal

Section 6.1 To run for an officer position, the student must have been an active member in good standing with the organization during the previous semester.

Section 6.2 Active members of the organization may nominate a student for each position from the open floor during the general meeting no less than one week before elections. Each nomination must be seconded. Students may self-nominate.

Section 6.3 During the period between nominations and elections, students may campaign for their position.

Section 6.4 Elections shall be held no less than 2 weeks before the last meeting of the academic year. Officers shall be elected by a sixty percent vote in a general meeting where quorum is present.

Section 6.5 The incoming officer board shall be inducted at the last general meeting of the semester.

Section 6.6 Ad-hoc positions shall be filled by nomination. Students may self-nominate.

Section 6.7 Voting for ad-hoc positions shall be at the general meeting in which nominations are taken.

Section 6.8 Ad-hoc positions shall be elected by a sixty percent vote in a meeting in which quorum is present.

Section 6.8 An officer or member can be removed from office for a dereliction of duties or failure to maintain requirements of membership.

Section 6.9 An active member or officer of the organization must make the motion to remove an officer or member from office at a general meeting. The motion must include reasons for removal from office or organization.

Section 6.10 The removal hearing must be held at least 3 business days, and not more than 10 business days after the meeting at which the motion was made. The meeting may be at a general meeting or a special meeting. The active members must be informed of the meeting no less than 48 hours in advance.

Section 6.11 The removal hearing shall be presided over by the highest ranking officer not involved in the proceedings. The officer or member in question and the member motioning for removal may make their arguments. Anyone present may speak in support of either party.

Section 6.12 Removal of office shall be voted on by active members via secret ballot, and shall be passed by a two-thirds majority where quorum is present.

Section 6.13 Upon removal, officer shall become an active member and may not run for office for one academic year.

Section 6.14 Upon removal, an active member shall be removed from the organization, and forfeits any rights and responsibilities of the organization. The student may not re-join the organization for one academic year.

Article VII. Advisor

Section 7.1 The advisor of this organization shall be a full-time faculty or staff member of the University of Louisiana at Lafayette.

Section 7.2 The advisor shall support and advise this organization by regularly attending organization meetings and meeting with officers and members as needed.

Article XIII.

Dues and Finances

- Section 8.1 The dues of this organization shall be decided at the first meeting of each academic year by a simple majority vote where quorum is present.
- Section 8.2 All monies collected by the organization shall be deposited within two business days into the official organization account.
- Section 8.3 A general budget shall be presented by the treasurer no later than the third general meeting of the academic year.
- Section 8.4 All expenditures not provided for in the budget, but less than ten percent of the annual budget, shall be approved by the executive council with a simple majority vote.
- Section 8.5 All expenditures not provided for in the budget, more than ten percent of the annual budget, shall be approved by a simple majority of the active membership at a general meeting where quorum is present.
- Section 8.6 All fund raising activities shall be carried out in accordance with the rules and policies of the Office of Student Engagement and Leadership.

Article IX.

Meetings and Quorum

- Section 9.1 The first meeting of the academic year shall be called by the executive board and advertised no less than 1 week in advance.
- Section 9.2 Meeting times and locations shall be decided by a simple majority vote of the active membership at the first general meeting.
- Section 9.3 No official organization business can be conducted without quorum present, which shall be considered sixty percent of active members.
- Section 9.4 Special meetings may be called by the President, with a forty-eight hour notice to the active membership.
- Section 9.5 Special meetings may be called by petition of ten percent of the active membership submitted to the President. The President must act on calling a meeting within one business day of receiving the petition. The meeting must be held within five business days, but no sooner than two business days after the notice of the meeting is sent out.
- Section 9.4 Activities that result in undue physical stress or any subtle or covert technique that will impair, make captive, or destroy an individual's freedom or thought will not be tolerated.

Article X.

Amendments

- Section 10.1 Amendments to this constitution must be presented by an active member at a general meeting. The amendment may be voted on at the next general meeting.
- Section 10.2 Amendments must be passed by a two-thirds majority of active members at a general meeting where quorum is present.
- Section 10.3 Any major amendments shall be submitted to the UL Office of Student Engagement and Leadership for final approval.

Article XI.

Dissolution

- Section 11.1 The dissolution of this organization shall be ratified by the same procedures listed in Article X.
- Section 11.2 At the time of dissolution, any funds remaining in the organization account shall be donated to the University of Louisiana at Lafayette Foundation.