



---

All recognized campus organizations are required to have an approved constitution on file in Student Services. All subsequent changes must also be submitted to Student Senate via the Director of Administration. The following outline is provided to assist you in preparing such a document. Your group has complete discretion as to which provisions you will include; however, provisions such as voting right being vested in the student members and the existence of the faculty advisor must be included as a matter of University Policy.

Constitution of  
(Name of Organization)

Article I – Name of Organization and Affiliations (if any).

Article II – Purpose of Organization

The purposes, objectives, and the activities of the organization must be consistent with the rules and regulations of the University, including the Statement of Community Responsibilities (published in the current edition of the Student Handbook) and should be set forth clearly to assist the governing Student Senate body, and Faculty Senate in determining the merit of the organization to the campus community. Further, it is important that the objectives and purpose of the organization do not overlap those of existing groups and programs sponsored by the organization and are consistent in keeping with the group's stated objectives.

Article III – Membership (qualifications, types).

The extracurricular activities at this University are intended primarily for the students in good standing. This does not preclude others from being members so long as the voting rights are vested exclusively in the student members. A provision should be inserted in the constitution to so provide. Other classes of membership may be authorized such as associate memberships, non-voting memberships, or memberships for faculty, patrons, alumni, etc. Such other classes of membership shall be non-voting. Other qualifications may not discriminate on the basis of color, creed, national origin, race, sex, or handicap.

Article IV – Officers (titles, terms of office, selection process) and Adviser.

A provision shall be inserted designating the officers of the organization by title and, if desired, any special qualifications. Detailed qualifications may be set forth in the By-Laws. The method of removal from office and filling of vacant positions should also be included. Each organization must have a faculty advisor. Names of current officers and adviser must be listed in Student Services for continued registration.



---

## Article V – Meetings (regular, special, quorum).

Provisions should be included for establishing a time and place for regular meetings and the manner of calling any special meetings. This may be accomplished by stating that regular meetings shall be held monthly (on a date to be decided by the members) and that special meetings may be called by the President or whomever the organization deems appropriate to designate. A provision should also cover the requirement regarding notice of meetings. A suggestion would be to provide that no notice is required for regularly scheduled meetings. Notice must be given in accordance with the By-Laws of the organization for special meetings. A provision relative to quorum requirements should also be set forth. Quorum is that number that must be present to transact business.

## Article VI – Standing Committees (if needed).

If standing committees are desired, the names and general duties of such committees should be listed, as well as the method by which members are appointed to the established committees. Examples of standing committees commonly designated include the following:

- Activities Committee
- Executive Committee
- Financial Committee
- Membership Committee
- Scholarship Committee
- Social Committee
- Special Project Committee
- Spiritual Life Committee

## Article VII – Finance

If an annual budget seems appropriate, a constitutional provision establishing this requirement is required. Further, the constitution should set forth how the budget is to be submitted, what period will be covered by the budget, and how the budget should be approved. For accounting control purposes, the University requires that all funds of the extracurricular organization be administered the Business Office. This means that the funds of the organization are to be deposited with the University and that all disbursements will be made by this office upon order of the organization concerned. A constitutional provision to this effect is strongly recommended so that succeeding administrations may suggest that a provision be inserted to require the organization's books to be kept current, granting the right of any member in good standing access to inspect the books.

## Article VIII – By-Laws

To preclude excessive changes to the constitution, a provision should be inserted authorizing the formulation of By-Laws. This provision should also describe who will have the power to promulgate and amend the By-Laws, and how they are to be adopted or amended. Typically, a two-thirds majority of those members present and voting is required to adopt or amend By-Laws. The By-Laws are intended to contain the details of the organization's operating procedures. By-Laws typically include:



1. Officer qualifications and duties.
2. Composition of standing committee and method of creation.
3. Manner of giving notice for special meetings.
4. Preparation of agenda for regular or special meetings.
5. Amount and method of determining dues.
6. Method of conducting the business of meetings (in accordance with Roberts Rules or Order Revised).
7. Continuing activities of the organization.

The subject matter of By-Laws is discretionary. They cannot, however, violate any constitutional provisions.

#### Article IX – Amendments

The manner of amending the constitution must be well defined. Attention should be given to the percentage of votes required to amend, who may initiate amendments, how proposed amendments are to be submitted, who is to act on the proposals to be submitted to the membership for consideration and vote, and when they are to become effective. Amendments, when proposed, should be submitted to Student Services and officially filed with that office when adopted. Amendments must be consistent with the objectives, rules and regulations of the University.

#### Article X – Adoption

The vote required for the adoption of the constitution should be set forth with a specific time for when it will become an official document of the specified organization.

\*\* If you need help in preparing a constitution and/or By-Laws, please feel free to contact Student Services for assistance. The constitution is not meant to be a formality, but rather a workable guide by which the organization intends to operate. We are glad to assist and guide you through this process. \*\*