**PURPOSE** (followed by statement)

An introductory statement or objective, no longer than two or three sentences. This should state the reason for, and intent of the organization.

**ARTICLE I:**  
**NAME**

The name of this organization shall be (full name of organization), hereinafter referred to as (shortened name of organization as it will appear throughout the Constitution).

**Section 1:** Eligibility: State, in complete sentences, the qualifications for membership.

**Section 2**: Active Membership: State in complete sentences, the qualifications for “Acting” or “Voting” Membership in the organization.

**Section 3**: If necessary, describe another class of membership, such as “inactive.” Keep the structure as clear and simple as possible.

**ARTICLE II:**  
**OFFICERS**

**Section 1 – Numbers and Methods of Elections:**

The (name of organization) shall elect from the active membership a President, Vice President, Secretary, and Treasurer at the (for example the 2nd to last) meeting of the semester/academic year. (Indicate further if any special nominating procedure is used and who is eligible to hold office).

**Section 2 – Duties of Officers:**

A. The President Shall:

1. Preside over all meeting for (name of organization)

2. Etc.

3. Etc.

B. Continue list for each Officer of the organization, with a list of duties under each title.

**Section 3 –Terms of Office**

Indicate, in complete sentences, how long each officer is to serve. (Include whether officers may be re-elected to the same office position, etc.)

**Section 4 – Impeachment of Officers**

Indicate, in complete sentences, whether officers may be impeached, grounds for impeachment and the procedure for impeachment.

**ARTICLE III:**  
**COMMITTEES**

**Section 1 – Standing Committees**

State, in one sentence, the standing committees of the organization.

**Section 2 – Duties of Standing Committee**

For example:

A. The Constitution Committee shall:

1. Review the Constitution each semester.

**ARTICLE IV:**  
**FACULTY ADVISORS**

S**ection 1 – Numbers and Terms of Office**

Indicate, in complete sentences, the number of Advisors the organization is to have and how long each will be asked to serve.

**Section 2 – Method of Appointment**

State, in complete sentences, how the Advisor is selected by the organization.

**Section 3 – Duties**

Indicate, in complete sentences, what responsibilities the Advisor is expected to fulfill.

**ARTICLE V:**  
**MEETINGS**

**Section 1 – Regular Meetings**

Indicate, in complete sentences, how often and approximately when regular meetings are held.

**Section 2 – Special Meetings**

Indicate, in complete sentences, when special or “emergency meetings” are to be called, by whom and how members are notified.

**Section 3 – Parliamentary Procedure**

All regular and special meetings of the organization shall be run under the rules of parliamentary procedures with “Roberts Rules of Order” revised as reference.

**Section 4 – Quorum:**

(This is up to the individual organization) A quorum usually consists of more than half the total active membership.

**Section 5 – (Optional)**

Indicate the required attendance at each meeting, if necessary.

**ARTICLE VI:**  
**AMENDMENTS**

**Section 1 – Procedure of Amendment:**

Indicate, in complete sentences, the procedure for offering an amendment to the Constitution. As a general rule, amendments are submitted in writing and are read at the meeting before the vote is taken.

**Section 2 – Ratification**

Indicate the vote necessary to ratify the amendment. Ratification is usually accomplished through either a two-thirds or three-fourths vote of the active membership. In all cases, an amendment must be submitted to the Center for Student Involvement for approval before it becomes official.