

How to write a Constitution for Student Organizations

Month and Year

Article I.

Name. The name of the organization shall be [name of organization] of the University of Missouri-Kansas City.

Article II.

Purpose/Preamble. The purpose of the organization shall be [list purpose]

Article III.

Membership. Membership in the [organization] shall be open to all duly enrolled students at UMKC. [Based on the University of Missouri-Kansas City non-discrimination clause, all student organizations seeking recognition by Student Government Association and the University must include in the membership clause the following statement.]

Membership and activities are open to all currently enrolled students regardless of race, color, creed, sex, sexual orientation, age, national origin, disability or Vietnam era veteran's status.

- Under Title IX, Greek letter organizations may remain single sex.
- Organizations falling under specific academic units may restrict membership to students enrolled in their unit, major, etc.

Article IV.

Meetings. Meetings will be held [Describe frequency of the meetings]

Article V.

Committees. [Describe functions of committees if applicable.]

Article VI.

Officers. Officers shall consist of [list officers], and shall be elected [date] for a term of [specify length of term], by a [2/3, 1/2, majority, etc...] vote of the membership. [Duties should be listed in the By-laws.]

Article VII.

Advisor. [Required.] The advisor for this organization shall be decided upon by the executive officers of the organization.

A qualified faculty, staff, or community member must be selected by the membership as an advisor.

Article VIII.

Finances. [Provisions for dues, fines and initiation fees, etc. The following statement must be included.]

The books of account shall be kept up to date and open to the inspection of the University auditor.

Article IX.

Amendments. [State procedure for amendment. The following statement must be included.]

It is further understood that if this organization desires at any time in the future to change in any way the provisions of this charter, that before such action is taken, the organization will submit for approval to the Student Government Association and the Student Life Office every detail of the desired changes to be made.

Article X.

By-laws. [By-laws should specify more details, such as specific duties of the officers, actual meetings, actual fees, and how the by-laws are enacted.]