

Sample Constitution for Student Organizations

This sample constitution is provided for use as a guideline only. Your organization's actual constitution may be expanded or abbreviated but must include the following asterisked (*) sections below in order to be considered for recognition as a student organization at the Purdue North Central.

MANDATORY SECTIONS

Article I - Name

***Section 1 -** The name of this organization shall be (provide actual name which will be used for all business conducted). You may not use "Purdue North Central" at the beginning of your name or "Purdue North Central" at the end of your name, unless you receive direct funding from a University Department.

Article II - Purpose

***Section 1 -** It shall be the purpose of this organization to (promote, organize, recognize, etc.).

Article III - Affiliations

***Section 1 -** (Note affiliation with national, regional, etc. groups and specify what the relationship is between your local UI group and other groups.)

Article IV - Membership

***Section 1 -** The majority of the membership of this organization shall consist of regularly enrolled undergraduate and graduate students of Purdue North Central. Only those members who are currently registered Purdue North Central students have voting privileges. **(NOTE: A clause to this effect must be included in every group's constitution.)**

***Section 2 -** Associate members? University staff and faculty, and non-University persons may have associate membership status. However, they may not have voting privileges. (Note: This section must be added if your organization allows non-Purdue North Central students to be members.)

***Section 3 -** Eligibility requirements? (Grade point average, academic major/minor, special qualifications, etc. may be used for eligibility but cannot be based on illegal discrimination.)

***Section 4 -** Membership in this organization is open to all Purdue North Central students meeting the above criteria, irrespective of race, color, gender, class, nationality, disability, religion, Vietnam Veteran status, or sexual orientation. **(NOTE: A clause to this effect must be included in every group's constitution.)**

OPTIONAL SECTIONS

Article V - Officers

Section 1 - The officers of this organization shall consist of: (State the number of officers, their titles, and duties. Officers must be registered Purdue North Central students only).

Section 2 - Qualifications for each office, if any.
(i.e. - President - must have been a member of the organization for one year)

Section 3 - Term of office (One year from October 1 to September 30, etc. Make sure that elections are to be held before the term expires.)

Section 4 - Provisions for removal of an officer.

Article VI - Elections

Section 1 - Selection of officers shall be held (provide the month of elections, specify who will inform the membership of the election meetings and the method of notification. A

provision should be made regarding the amount of lead-time required to notify members of the election meetings.)

Section 2 - Procedures for filling vacancies.

Section 3 - Procedures for voting. (How will the group vote - secret ballot, show of hands? What percentage will constitute a majority - 2/3s, 50% + 1?).

Article VII - Meetings

Section 1 - Regular meetings of this organization shall be held (monthly, bimonthly, etc. Specify who shall have the responsibility to notify members of the meeting and the method of notifications to be utilized, i.e., mailing, or prior meeting. Do you want to meet during semester breaks? Will any business be conducted during summer break?)

Section 2 - A quorum shall consist of (#) voting members or a percentage of voting members present at any regular or special meeting. (A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization.)

Article VIII - Executive Board

Section 1 - Management of this organization shall be vested in a board of directors, advisory council, executive board, etc.

Section 2 - The (board, council, etc.) shall consist of (1 chairperson, 2 vice-chairpersons, etc.) State the number of positions and their titles.

Section 3 - Powers and duties of each position.

Section 4 - State whether there will be reports to membership from the (board, council, etc.). If so, will reports be yearly, quarterly, etc.?

Article IX - Advisors, Sponsors

Section 1 - There shall be (1, 2, or more) Purdue North Central faculty or staff advisors or sponsors who shall be members ex officio with no voting privileges.

Section 2 - Method of selecting advisors or sponsors.

Section 3 - Duties or responsibilities of advisor or sponsor.

Article X - Committees

Section 1 - Standing committees (composition, appointment, function, powers, and duties, such as membership, financing, publicity, social, etc.).

Section 2 - Selection of committee members (appointment of committees by president, chairperson, council, etc.).

Article XI - Dues

Section 1 - Members shall pay dues in the amount of (\$) on a monthly, quarterly, yearly basis. (Specify who shall have responsibility for maintenance of the account.)

Section 2 - Provision for accounting procedures of membership moneys, (procedures for allocating funds, maintenance of bank accounts, etc.).

Article XII - Constitutional Amendments

Section 1 - The constitution may be amended by a vote of (2/3s, 3/4s) majority membership at any regular or special meeting.

Section 2 - Provision for advance notice of amendment.

Article XIII - Bylaws

Section 1 - Method for adoption

Section 2 - Method for amendment or revision.

Section 3 - Roberts Rules of Order or Sturgis Standard Code of Parliamentary Procedure (latest edition) shall govern meetings of this organization within the requirements of this constitution and bylaws adopted by the membership of this organization.

Date approved

Executive's Signature