

## STUDENT ORGANIZATION CONSTITUTION MODEL AND GUIDELINES

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Your organization's constitution should follow proper outline format. Each "1" should be followed by an "II", "A" by a "B", "1" by a "2", and so on. Each subsection should be indented.

Please proofread your constitution for correct spelling, punctuation, and grammar before submitting it.

In addition to the constitution, please include the Student Organization Registration Form which should include the names of the Executive Board, group advisor, and the people who are interested in joining the organization. All new constitutions should be submitted to the Leadership Development & Student Activities Office.

### -- SAMPLE STUDENT ORGANIZATION CONSTITUTION --

#### Article I: NAME

The name of the organization shall be \_\_\_\_\_  
*Name of Organization*

#### Article II: OBJECTIVE, PURPOSE, OR MISSION STATEMENT

It shall be the purpose, objective, or mission of \_\_\_\_\_  
*Name of Organization*

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#### Article III: MEMBERSHIP AND ELIGIBILITY CRITERIA

Section A: Membership is open to current full-time or part-time Ursinus College students. No student will be denied membership based on grounds of race, color, national origin, gender, sexual orientation, religion, age or disability. *(This statement cannot change.)*

Section B: Honorary Membership Guidelines (if applicable)

1. Honorary membership is open to any faculty or staff member who (list requirements):

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

2. Honorary members are non-voting members.

3. Honorary members will not directly benefit from AFAC funding.

Section C: Dues and Collection Procedures (if applicable)

The disbursement of dues shall not be based on grounds of race, color, national origin, gender, sexual orientation, religion, age or disability. *(This statement cannot change.)*

1. The fiscal year for \_\_\_\_\_ shall be \_\_\_\_\_  
*Name of Organization* *Month/Year to Month/Year*

2. The amount of annual dues and any applicable penalty for not paying these dues shall be determined each year by \_\_\_\_\_.  
*Name of Organization*

3. Dues shall not exceed \$ \_\_\_\_\_ per year.

## Article IV: VOTING

Section A: A quorum will be established with \_\_\_\_\_ members/membership.  
*Number of Members/ Percentage of Membership*

Section B: A member shall be considered a member in good standing provided that...

1. \_\_\_\_\_
2. \_\_\_\_\_

Section C: Each member in good standing may vote.

Section D: (Optional) Proxy votes are allowed. Two letters must be written stating the member's vote. One letter must be sent to the Executive Vice President before the meeting and the other must be presented at the meeting by an appointed member.

## Article V: OFFICERS

Section A: President, Vice President, Secretary and/or Treasurer. (Advisor may also be included in this section). These officers comprise the Executive Committee or Board.

Section B: All officers must be student members of \_\_\_\_\_  
*Name of Organization*

Section C: The term of office shall be from \_\_\_\_\_ to \_\_\_\_\_  
*Month/Year Month/Year*

Section D: Election of officers shall be held **annually or monthly (Please choose one)**

Section E: At least two weeks notice shall be given before the election meeting. Nomination shall be initiated from the floor and elections done by a ballot. The person receiving majority vote will be elected.

Section F: Any officer may be removed from office by two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. The officer in question shall be considered reinstated with two-thirds approval of the members of \_\_\_\_\_  
*Name of Organization*

Section G: Any vacancy which may occur in an office shall be filled by appointment by the remaining members of the Executive Board pending ratification at the next group meeting (ratification is optional).

## Article VI: DUTIES OF OFFICERS

Section A: President

1. The President shall be the chief executive officer of the organization
2. The President shall appoint all Committee Chairpersons
3. The President (with approval of the Executive Board) directs the organizational budget
4. Vacancies in office will be filled by the appointment procedure listed in Article V, Section G.

Section B: Vice President

1. The Vice President shall be the parliamentarian for the organization
2. The Vice President shall assume the duties of the President should the office become vacant or in the absence of the President.

3. The Vice President will have current the constitution and its bylaws.
4. The Vice President will be responsible for scheduling programs.
5. The Vice President shall perform other duties as directed by the President.

Section C: Secretary

1. The Secretary shall be responsible for keeping the minutes of all general and Executive Board meetings during elected/appointed term of office.
2. The Secretary will provide a copy of the minutes for each officer.
3. The Secretary will provide a copy of all minutes for the organization's permanent record.
4. The Secretary shall maintain a complete and accurate account and file of all group activities.

Section D: Treasurer

1. The Treasurer shall make a quarterly report containing a list of all receipts and disbursements and the location of property represented in these figures.
2. The Treasurer shall keep a current record of all financial transactions for the organization.
3. The Treasurer will provide a copy of the quarterly reports for each officer of the organization.
4. The Treasurer shall perform other duties as directed by the President.

Section E: Faculty/Staff Advisor

1. The Advisor shall be an active faculty or staff member of Ursinus College.
2. The Advisor shall assist the group in their execution of roles and responsibilities.
3. The Advisor shall provide feedback to the organization regarding its operation and functioning.
4. The Advisor shall serve as a resource for alternatives with regards to decision making or ideas.
5. The Advisor should be aware of the organization's status and all financial transactions.
6. The Advisor should be aware of any and all procedures and regulations affecting the group and also should assist in the organization's adhering to them.
7. The Advisor should provide advice upon request and also should share knowledge, expertise, and experience with the group.
8. The Advisor will be a non-voting member of the Executive Committee.
9. The Advisor will attend organization meetings at least once per month.

**Article VII: THE STRUCTURE OF GROUP COMMITTEES**

Section A: Committee Identification and Appointment

The following committees (other than the Executive Committee or Board) shall be appointed by the President subject to ratification of the organization during a regular business meeting:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Section B: The duties of the standing committees shall include the following... (Provide concise details of the responsibilities respective to each committee)

#### **Article VIII: NOTICE OF MEETINGS**

Section A: The times for regularly scheduled meetings shall be determined by a general consensus of the active membership during the first regular business meeting of the term.

Section B: At least \_\_\_\_\_ day(s) notice shall be given for each regular business meeting of the organization.

Section C: Special meetings may be called at any time by the Executive Committee.

Section D: The meetings shall include a quorum, order of business, and disposition of minutes.

#### **Article IX: PARLIAMENTARY PROCEDURE (OPTIONAL)**

Section A: Robert's Rules of Order/revised edition shall be followed by the organization when it does not conflict with the constitution. For more information concerning Robert's Rules of Order and Parliamentary Procedure, please consult the following website (<http://www.rulesonline.com/start.html#rror-01.htm>).

Section B: Robert's Rules of Order may be suspended by two-thirds vote of active membership during a regular business meeting.