

SAMPLE CONSTITUTION

CONSTITUTION OF (organization)

_____ College

Date Ratified

Article I - Name

- A. The name of this organization shall be _____, hereinafter referred to as _____.
- B. The _____ is a student organization at _____ College and is affiliated with _____.

Article II - Purpose

The purpose of this organization shall be . . .

Article III - Membership

- A. The _____ is open to any student in good standing enrolled at _____ College who [Eligibility Requirements: Interest in a Subject, Enrollment, Number of Credits, GPA etc.]
- B. The _____ does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation or membership or activity in a local commission as defined by law.
- C. Voting privileges shall be granted to students in good standing enrolled at _____ College.

- D. The responsibilities of all members shall include . . .(Attendance, participation, payment of dues, GPA maintenance, no probation or suspension etc.)
- E. Assessments and Dues (Will there be dues? How will they be determined?)
- F. Membership may be terminated by . . .

Article IV - Officers

A. Officers

The officers of the _____ shall include [the president, vice president, secretary-treasurer, etc.]

B. Eligibility

1. All officers must be enrolled students in good standing at _____ College.
2. (Other qualifications for holding office may include length of membership, class standing, enrollment in a program, minimum GPA, etc.)

C. Duties and Responsibilities

1. The president shall preside at all meetings of the organization, represent the organization to the college and others, and shall convene

the executive committee at least monthly during an academic session.

2. The vice president shall assume the duties of the President in his/her absence and serve as a member of all sub-committees.
3. The secretary/treasurer shall keep all records of official business and financial transactions.

4.

D. Election

1. Officers shall be elected by a simple majority vote of the members present at the first meeting of the fall semester.
2. If vacancies occur in any of the offices, new officers shall be elected by a simple majority present at the meeting after the announcement of the vacancy.

3.

D. Removal

1. An officer may be removed at any time with or without cause by a 2/3 majority vote of the total voting membership.
2. Automatic removal of officers shall occur if eligibility standards are not maintained or if academic or behavioral probation or suspension are

imposed upon the officer.

Article V. Committees

A. Standing Committees

1. The Executive Committee shall be comprised of the elected officers of the organization and shall meet to prepare agenda items and informational reports, and to collaborate on the business of the organization. The Executive Committee may, with a majority vote, authorize expenditures of up to \$_____ for routine operational expenses.
2. The program committee shall
3. The _____ committee shall

B. Ad Hoc Committees

1. The (organization, Executive Committee) may establish ad hoc committees at any time as deemed necessary.

2. The President shall appoint members to the ad hoc committees.

Article VI – Operations

A Quorum

A quorum for conducting any business of the organization shall consist of a simple majority of the total membership.

B. Meetings

1. The regular meeting schedule of _____ shall be determined at the first meeting of each semester and will be distributed in writing to all members.
2. Special meetings may be called by the Executive Committee and notice shall be given in writing to all members.

C. Organization Business

1. The conduct of business of the organization shall comply with Robert's Rules of Order.
2. The organization shall comply with sound practices of financial management. All funds shall be maintained in accounts maintained by the college business office.
3. Should this organization disband, the Executive Committee shall disburse the assets to _____. Should no officers be

available, the Vice President of Academic and Student Affairs of _____ College shall be authorized to make the disbursal.

D. Advisor

The _____ shall have an advisor appointed by the college administration. The advisor shall attend meetings and serve as a liaison between the organization and the college.

Article VII - Ratification and Amendments

A. Ratification

This Constitution shall become effective upon a 2/3 vote of the initial membership, and chartering of the organization by the College Student Senate. (Clubs and organizations)

OR This Constitution shall become effective upon a 2/3 of those voting with a minimum of 10% of all enrolled students voting. (Student Senate)

B. Amendment

1. This constitution may be amended by a 2/3 vote of (the total membership).
2. Amendments may be submitted in written form to the Executive Committee. The Executive Committee must approve the amendment for inclusion on a ballot.