

# MODEL CONSTITUTION

Constitution of (Name of Organization)

## PREAMBLE

An introductory statement, no longer than two or three sentences, stating the reason for and intent of what follows.

## 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 constitution.)"

## ARTICLE II

### Purposes

"The purpose of this organization shall be to \_\_\_\_\_" etc. (or)

"The purpose of this organization shall be: \_\_\_\_\_" etc.

## ARTICLE III

### Membership

\*NOTE: All organizations must be open to all students and the organization or its membership cannot be discriminate because of race, color, religion, sex, national origin, or handicap. However, academically oriented organizations may be opened to only affiliates of their respective discipline or those inducted into honor societies.

**Section 1: Eligibility:** (State in complete sentences the qualifications for membership, such as: "All regular day students of the college shall be eligible for membership".)

**Section 2: Active Membership:** (State in complete sentences the qualifications for "Active" or "Voting" membership in the Organizations.)

**Section 3:** (If necessary, describe another class of membership, such as "inactive".)

**Section 4:** (use only if necessary-it is not advisable to have more than four classes of membership. Keep the structure as clear and as simple as possible.)

## ARTICLE IV

### Officers

**Section 1: Number and Method of Election:** “The name of organization shall elect from the active membership a president, vice president, etc. at the (i.e. next to last) business meeting of the semester.” (Indicate further if any special form of ballot is to be use, if any special nominating procedure is to be used, and who is eligible to hold office.)

**Section 2: Duties of Officers:** (List all duties and obligations of each officer.)

- The President shall:            -preside over all meetings of name of Organization  
  -etc.  
  -etc.
- The Vice President shall    -preside over meetings in the absence of the  
  President  
  -etc.

**Section 3: Terms of Office:** (Indicate in complete sentences how long each officer is to serve, if officers may be re-elected to same office, etc.)

**Section 4: Impeachment of Offices:** (Indicate in complete sentences, if officers can be impeached. If so, explain grounds and procedure for impeachment.)

## ARTICLE V (optional)

### Committees

**Section 1: Standing committees:** (State in one sentence the standing committees of the organization.)

**Section 2: Method of Appointment:** (State in complete sentences how the advisor is to be selected by the organization.)

**Section 3: Duties:** (Indicate in complete sentences the responsibilities the advisor is expected to fulfill.)

## ARTICLE VI

### Meetings

**Section 1: Regular Meetings:** (Indicate in complete sentences how often and approximately when regular business meetings are to be held.)

**Section 2: Special Meeting:** (Indicate in complete sentences when special or “emergency meetings” are to be called, by whom, and how members are to be notified.)

**Section 3: Parliamentary Procedure:** All regular and special meetings or the name of the organization shall be run under the rules of parliamentary procedure with Robert’s Rules of Order (revised), as a reference.

**Section 4: Quorum:** (This is up to the organization. A quorum usually consist of one more than half the total active membership i.e. 51% of total membership)

**Section 5: Required Attendance of Meetings (optional):** (Indicate in complete sentences the attendance requirements.)

## ARTICLE VII (Optional)

### Dues

(State in complete sentences the financial obligations of each member and when such obligations must be met.)

## ARTICLE VIII

### Amendments

**Section 1: Procedure for Amendments:** (Indicate in complete sentences the procedure for offering an amendment to the constitution: As general rule, amendments submitted in writing and are read at two meetings before a vote is taken.)

**Section 2: Ratification:** (Indicate in complete sentences the vote necessary to ratify and an amendment, etc. 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 Student Government Association for approval before it becomes official.)

#### General Advice:

- You may wish to add Articles (such as “Executive Board”) depending upon the nature of your organization. These additional articles should appear after the article dealing with ‘Dues’ and before the article dealing with “Amendments”.
- In all cases, clear, simple and precise English must be used. Work to avoid misspelling and grammatical errors-these will delay acceptance of your constitution.
- Be sure to keep all lists (such as “Duties of President”) in strictly parallel form. For instance **NEVER** say: “The President shall:
  - preside over all meetings
  - be responsible for discipline in meetings(Use either one form or the other, but do so consistently.)
- Try your best to cover all possible questions that might arise.
- Amendments are best added to the constitution in the form of “Articles of Amendment”, appearing as a supplement to the original document. The Amended Article or section is labeled for instance: “Amended: April 1, 2006.”
- Submit a list of 10 potential members with your constitution. Be sure they are students enrolled on this campus and include their cell phone numbers, STAC email addresses, and signature.
- Some organizations (such as media groups) that require or desire existing policies and procedures should be placed under By-laws. Amendments to a constitution are usually lengthier; but By-Law change could have a streamlined process of voting twice with a majority of members present at a regularly scheduled meeting.