

SAMPLE CONSTITUTION

Every organization is different so the content in each group's constitution may vary. The following sample constitution provides content typically included in constitutions and sample phrasing of this information. When writing a constitution, be sure that the content reflects the policies and procedures of the organization. Also be sure to review and update the constitution regularly.

Constitution of "Name of Organization"

Preamble

We, the members of "Name of Organization" do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

Article I - Name

The name of the organization will be "Name of Organization" henceforth referred to as "Name of Organization"

Article II – Purpose

"Name of Organization" is established for the expressed purpose of developing leadership skills as well as an awareness of social responsibilities to encourage students to participate in student life.

"Name of Organization" understands and is committed to fulfilling its responsibilities of abiding by St. Cloud State University (SCSU) policies.

Article III - Membership

Active membership shall be limited to persons officially connected with the SCSU as currently enrolled students, faculty or staff. In addition, the following requirements are necessary to constitute active membership:

Payment in full of membership dues as determined by organization.

Attendance of at least 75% of all meetings during a given semester.

Active participation in all activities sponsored by "Name of Organization" unless the activity interferes with either scholastic or financial constraints.

"Name of Organization", an organization of St. Cloud State University is committed to providing equal opportunities and does not discriminate on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, membership on a local commission, or status with regard to public assistance.

Article IV - Officers

"Name of Organization" will be governed by the following means:

All Officers must be enrolled for at least 6 credits for fall and spring semester at SCSU as well as have a minimum GPA of 2.0.

An elected President (or other designated officer) will preside at all meetings of "Name of Organization" the President will maintain the power to appoint all committee chairpersons, shall present all motions to the body present and shall be present at 90% of the meetings of "Name of Organization"

"Name of Organization" shall also maintain a Vice President. The Vice President's duties shall be to preside at all meetings and functions that the President cannot attend.

Organization members shall also elect a Treasurer who will handle all dues, finances, and accounts.

Article V – Faculty/Staff Adviser

The role and duties of the faculty/staff adviser shall include attending meetings, providing counsel to the organization's officers, etc.

Article VI - Operations

1. Voting Eligibility

Those members meeting all requirements of active membership as set forth in Article III will be granted voting privileges.

2. Election Process

All officers shall be elected by a majority vote of eligible voting members of "Name of Organization." All elections will be held on an annual basis during the month of_____.

The President will take nominations from the floor, the nomination process must be closed and the movement seconded. The nominated parties will be allowed to vote.

All voting shall be done by secret ballot to be collected and tabulated by an officer and one voting member of "Name of Organization" appointed by the outgoing President.

3. Removal

Any officer of "Name of Organization" in violation of the Organization's purpose or constitution may be removed from office by the following process:

- a) A written request by at least three members of the Organization.
- b) Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
- c) A two-thirds (2/3) majority vote is necessary to remove the officer.

4. Meetings

All meetings will occur on a weekly basis or other regular basis at a time selected by Name of Organization and will follow the procedure set forth below:

- Attendance
- Report by the President
- Committee reports
- Vote on all committee motions and decisions
- Any other business put forward by the members of the club
- Dismissal by the President

Article VII - Finances

"Name of Organization" will finance the activities it engages in by the following means:

Membership dues (appropriate amount set by "Name of Organization")

"Name of Organization" will submit a budget to the Student Government Association Finance Committee on an annual basis and request funding appropriate to the effective operation of the organization for each year.

Article VIII - Amendments

The constitution is binding to all members of the "Name of Organization". But the constitution is not binding unto itself.

Amendments to the constitution may be proposed in writing by any voting member of "Name of Organization" at any meeting at which 2/3 of the voting members is present.

These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.

Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of active members.

Article IX- Annual Registration

"Name of Organization" will register with the Center for Student Organizations and Leadership Development (CSOLD) for registration on an annual basis as per the requirements of CSOLD.