

Student Organization Constitution Template

**Please use this template to develop a complete and accurate constitution for your student organization. In order for your constitution to be complete, you must address all of the Articles and Sections below in your constitution.*

ARTICLE 1. NAME

What is the exact title to be used in addressing your organization?

ARTICLE 2. PURPOSE

Section 1.

- a) What is the purpose?
- b) Is it fostering a broad educational goal?
- c) Is it a social, cultural, or political aim?
- d) Why was the group founded?

Section 2. This section should be a statement of the group's willingness to abide by established University policies.

ARTICLE 3. MEMBERSHIP

Section 1.

- a) Who is eligible for membership?
- b) Are there any restrictions?
- c) How does one become a member?
- d) How are members identified?

Section 2. Voluntary withdrawal of membership may be provided for

Section 3. Nondiscrimination clause should be provided for and include the following: *race, color, creed, national origin, sex, age, sexual orientation, gender identity and expressions or disability in admissions*

ARTICLE 4. OFFICERS

- a) How many officers are there?
- b) What are their titles and duties?
- c) Will the officers constitute an executive committee?
- d) Description of any standing committees should be included, probably in the bylaws.

ARTICLE 5. OPERATIONS

- a) How are officers elected?
- b) What type of ballot?
- c) When are they elected, and for what period?
- d) Who is eligible for office?
- e) When do officers assume office?
- f) How may officers be removed?
- g) Clarify the role of the advisor.
- h) How are advisors selected and removed?

ARTICLE 6. FINANCES

**This section is for student organizations that have an account with the University. If your organization does not have an account or does not spend money please write "Not Applicable"*

- a) How will the organization finance its activities?
- b) Who has access to the organization account?
- c) Please describe the organizations process for expense approval. How does your organization decide on spending organizational funds?

ARTICLE 7. AMENDMENTS

- a) How are amendments to be proposed and by whom?
- b) Should there be a delay before voting on amendments?
- c) How are the amendments to be voted upon?