

# Sample Constitution\*

(Document may be changed or modified to meet your organization's needs)

## ARTICLE I. – Name

The name of the organization shall be \_\_\_\_\_.

## ARTICLE II. – Purpose, Objectives, Aims

It shall the purpose of \_\_\_\_\_ (organization name) to

\_\_\_\_\_.

## ARTICLE III. – Membership and Eligibility Criteria

**Section A: Membership** is open to any regularly enrolled VSU student who:

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

**Section B: Dues** and collections procedures (if any)

The fiscal year of the organization shall be from \_\_\_\_\_ to \_\_\_\_\_ (Month/Date).

The amount of annual dues shall be determined each year by \_\_\_\_\_.

(What method and how will this be determined?)

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

## ARTICLE IV. – Voting

**Section A: A quorum** will be \_\_\_\_\_. (A quorum is the number or percentage of members that must be present in order for the organization to conduct business.)

**Section B: Each member in good standing** may vote. (Please define what you consider “in good standing” to be.)

**Section C: Proxy voting** is allowed by the following process: \_\_\_\_\_. (Proxy voting is when a member who cannot attend a meeting provides a written authorization to another member to act in his/her behalf, i.e., voting. Not all organizations allow proxy voting.)

## ARTICLE V. – Officers

**Section A:** The **(name of organization)** \_\_\_\_\_ **Shall have** a President, Vice President, Secretary and/or Treasurer, and a Campus Advisor(s) (these titles may vary for your organization). These officers comprise the Executive Committee or Board. The Campus Advisor is a non-voting member of the Executive Board.

**Section B: All officers** must be members of \_\_\_\_\_ (name of organization).

**Section C: The term** of the officers shall be from \_\_\_\_\_ (month/date) to \_\_\_\_\_ (month/date).

**Section D: Election of officers** shall be held annually \_\_\_\_\_ (what month?). At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by ballot. The person receiving majority vote will be elected.

**Section E: Any officer may be removed from his/her office** by two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

**Section F: Any vacancy** which may occur in an office shall be filled by appointment by the president pending ratification at the next group meeting.

## **ARTICLE VI. – Duties of Officers Defined**

### **Section A: The President**

1. The president shall be the chief executive officer.
2. The president shall appoint all committee chairpersons.
3. The president, with approval of the executive board, directs the budget.
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

### **Section B: The 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 keep and have available current copies of the constitution and bylaws.
4. The vice president will be responsible for scheduling programs.

### **Section C: The Secretary**

1. The secretary shall be responsible for keeping the minutes of all the general membership meetings and the meetings of the executive board.
2. The secretary will provide a copy of the minutes for each officer and advisor and keep a master file. The master file will be passed into the keeping of each succeeding secretary.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

### **Section D: The Treasurer**

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements.
3. The treasurer will be responsible for checking the accuracy of all the bills and invoices and paying them correctly and on time.
4. The treasurer will perform other duties as directed by the president.

**Section E: The Campus Advisor**

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operations and functions.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request and also should share knowledge, expertise, and experiences with the group.
5. The advisor will be a nonvoting member of the organization and the executive board.

**ARTICLE VII. – Structure of Group Committees**

**Section A: Committee Identification and Appointment**

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

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

**Section B: The duties of the standing committees** shall include: (provide details of responsibilities) respective to the committee (These are committees that are permanent. The President may create other committees as well – ones that are needed for a specific purpose or finite length of time.)

**ARTICLE VIII. – Notice of Meetings**

**Section A: The times** for regularly scheduled meetings shall be:\_\_\_\_\_.

**Section B: At least \_\_\_\_\_ day’s notice** shall be given for each regular business meeting.

**Section C: Special or emergency meetings** may be called with not less than \_\_\_\_\_hours/days notice by the Executive Board.

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

**ARTICLE IX. – Changes to the Constitution**

This Constitution may be changed by a two-thirds majority vote.

**ARTICLE X. – Parliamentary Procedures**

**Section A: (Example) Roberts Rules of Order** shall be followed by the organization in all cases involving parliamentary procedures when it does not conflict with the constitution.

**Section B: The rules may be suspended** by two-thirds vote of the present membership.