

SAMPLE CONSTITUTION

Use this as an example for your organization's constitution.

Constitution for: _____
(Name of Organization)

ARTICLE I **Name**
The name of this organization shall be _____

ARTICLE II **Purpose**
The purpose of this organization shall be (state your organization's goals and objectives in general terms) _____

ARTICLE III **Membership**
Section 1: Membership shall be open to _____

Section 2: Active members shall be _____

Section 3: Associate members shall _____

Section 4: Statement on dues (if applicable) _____

ARTICLE IV **Officers**
Section 1: Only active members shall be eligible for office within the organization
Section 2: The terms of office for all elected officials shall be two (2) consecutive semesters beginning on commencement day and ending on commencement day of the following year
Section 3: The title of the elected officials shall be: president, vice president, secretary and treasurer. (Names of other officers desired may be added)
Section 4: The duties of the elected officials shall:
 a. President:
 1. Shall preside over all meetings
 2. Shall set the date for the next meeting when the normal schedule conflicts within the school schedule
 3. Shall appoint members to chair committees, such as publicity, field trips, organizations, guest speakers
 4. Shall cast the deciding vote if there is a tie in normal voting procedure
 b. Vice President:
 1. Shall preside over all meetings in the absence of the President
 2. Shall act as advisor to all committees
 3. Shall have the right to vote except when acting as president

- c. **Secretary:**
 1. Shall preside over all meetings in the absence of the President and Vice President
 2. Shall have the right to vote except when acting as president
 3. Shall keep accurate minutes of all meetings and shall keep all necessary records and maintain them
 4. Shall be responsible for presenting a copy of all minutes to all members and the Faculty Advisor
 5. Shall handle all club correspondence
 6. Shall keep a list of all active members
- d. **Treasurer:**
 1. Shall preside over all meetings in the absence of President, Vice President and Secretary
 2. Shall have the right to vote except when acting as President
 3. Shall be in charge of all club/ organization finances
 4. Shall keep an accurate account of all finances and shall give a report at every meeting

Section 5: Election of Officers

1. Active members only shall be nominated for office
2. To be eligible to seek or hold office, a student must be enrolled for 12 semester hours or more (or be certified a full-time student if a graduate student), have an overall average of 2.5 CUM GPA and 2.5 previous semester GPA or if a first semester freshman, elected to an office in a student organization, attain a 2.5 or better CUM GPA average at SLU in order to continue to hold office
3. To be elected, it is necessary for a member to be nominated, and thereupon receive majority approval of those members present and voting
4. The dates of election shall be set by the current slate of officers
5. All voting will be by secret ballot
6. A member may be nominated to _____ positions (number dependent upon nature and size of group) but may only hold one position by election
7. If there are any office vacancies during the year with exception of President, new elections shall be held at the next publicized meeting to fill the position. In the case of Presidency, the Vice President will succeed and an election will be held for the position of Vice President

ARTICLE V

Faculty Advisor

Section 1: Shall be a member of the faculty or staff and shall serve in an advisory capacity to the organization

ARTICLE VI

Quorum, Meetings and Voting

Section 1: A quorum shall consist of at least one officer and a percentage of the active membership. (The percentage should be dependent upon the size and nature of the group)

Section 2: Meetings will be held _____ (How often?)

Section 3: Emergency meetings will be called when deemed necessary, by a majority of the officers

Section 4: A simple majority of those present and voting is required to pass a proposal

Section 5: All meetings shall be governed by Roberts Rules of Order

ARTICLE VII

Financial Structure

Section 1: Statement on dues and/or membership fees

ARTICLE VIII

Impeachment

Section 1: An officer may be removed from his or her position due to negligence of duty, inefficiency in office or any other action which is considered detrimental to the name or purpose of the organization. An officer may be removed from office by a two-thirds vote of the active membership, present and voting, at a meeting of the organization

ARTICLE IX

Amendments

Section 1: Amendments must be submitted in writing at meeting prior to the vote

Section 2: A two-thirds vote is required

ARTICLE X

By-Laws

Section 1: All such laws and amendments shall be tabled for a period of at least one week to permit official notice of the proposal

Section 2: A two-thirds vote is required