

**\*\*\*SAMPLE CONSTITUTION FOR STUDENT ORGANIZATIONS\*\*\***

**CONSTITUTION OF**

(Organization's Name)

(Date)

**ARTICLE I**

**Name**

This organization should be known as \_\_\_\_\_  
(May not use "UNA" or University of North Alabama in the title of the organization. Can say "Org Name" at UNA)

**ARTICLE II**

**Purpose**

The purpose of the organization shall be \_\_\_\_\_

**ARTICLE III**

**Members**

Section A. Membership  
(An explanation of types of membership: active, honorary, associate, and privileges of each.)

Section B. Membership Qualification(s)  
Generally, no student is to be excluded from membership or participation on the basis of race, color, national origin, religious status, sexual orientation, age, marital status, veteran's status, or physical, mental, or medical disability unrelated to the purpose of the organization, and except when exempt under Title IX, sex, gender, or gender identity. However, groups may select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) and may limit membership and participating in the organization as a right of association as derived from the First Amendment.

Section C. Selection of Members

1. When are new members selected?
2. Percentage of vote of active members needed for approval of new members.
3. Notification of membership acceptance
4. Miscellaneous procedures involved in selection

Section D. Expulsion of Members

1. When are members removed?
2. Percentage of vote of active members needed for removal of members.
3. Notification of membership removal
4. Miscellaneous procedures involved in removal

- Section E. Voting Privileges — honorary, affiliated, etc.
1. Which members who are honorary, affiliated, quorum, etc., are entitled to vote on which issues; status of absentee ballots.

## **ARTICLE IV**

### **Officers**

- Section A. Elected Officers  
List position title and an explanation of the duties and responsibilities of each.
- Section B. Qualifications for holding office
1. All active members that are on academic, social, or disciplinary probation are prohibited from holding any office — elected or appointed.
  2. Other stipulations: class, previous offices, length of time as an active member, etc.
- Section C. Selection of Officers
1. When do elections usually take place?
  2. Voting procedures: quorum needed, nominating procedures, balloting methods, who is responsible for elections, etc.
  3. General time that elected officers assume office — a stipulated interval after elections.
  4. Length of term of office; should be compatible with #1 above.
- Section D. Filling Vacancies
1. Who assumes office of president and other offices in the event of a vacancy: procedure — appointments, voting, special committees, etc.
- Section E. Recall of Officers
1. Statements of condition of removal: failure to perform duties, excessive absence, etc.
  2. Voting procedure for impeachment: should be large majority — two-thirds or three-fourths of membership. Final action should be detained until the next regular meeting.

## **ARTICLE V**

### **Meetings**

- Section A. Frequency of regular meetings
- Section B. Special Meetings
1. Statement of reasons for special meetings.
  2. How are special meetings called — president, petition of 25 percent of members, etc.
  3. How are members notified of special meetings? Reasons for meeting should be communicated at the time of notification.
- Section C. Quorum
- Stipulations as to percentage of active members needed for quorum; larger organizations should require approximately one-third; smaller organizations should have greater percentage: three-quarters.

## **ARTICLE VI**

### **Relationships**

- Section A.** Is your organization connected to any other local, state, inter/national organization, church, religious group, etc?
1. Reference and attach the constitution or the letter of recognition from the affiliate organization
  2. Identify who is the point of contact at the affiliate organization and what authorities you do and do not have as a student organization
  3. Can you use the organizations logos, phrases, etc? Does it require/provide insurance?

## **ARTICLE VII**

### **Finances**

- Section A.** Duties and Assessments, Initiation Fee(s)
1. How are dues set? — Majority vote of members.
  2. Types of assessments — initiation fees, regular dues, special assessments.
- Section B.** Budget Planning
1. When is budget created? When is it presented? What is needed for approval? Who can allocate dollars?
- Section C.** Bank Account Administration
1. How will remaining bank account funds be allocated in the event the organization goes defunct or is removed by the University

## **ARTICLE VIII**

### **Committees**

- Section A.** Define any executive committees
1. What are the duties and description of these committees
  2. What is the authority of these committees?
- Section B.** Define any standing committees
1. What are the duties and description of these committees
  2. How do they select chairperson? Members?

## **ARTICLE IX**

### **Advisors**

Statement of method of selection of advisors, responsibilities of advisors and term office — At least one advisor must be faculty or staff member at UNA.

## **ARTICLE X**

### **Parliamentary Authority**

- Section A.** Define the parliamentary authority (Robert's Rules of Order)

## **ARTICLE XI**

### **Amendments**

Constitution: Amendments and revisions (Procedure: Any member, at any regular meeting, may propose a written amendment, final action on which will be delayed until the next regular meeting. An affirmative

vote of two-thirds or three-quarters of the membership shall be required for adoption of an amendment.)

## **ARTICLE XII**

### **Bylaws**

The Bylaws constitute the technical details necessary for carrying out stipulations in the constitution. The following are examples of subjects covered by the Bylaws:

1. Initiation procedures if applicable
2. Detailed notations of powers and duties of officers
3. Committees other than Standing Committees and their areas of responsibility
4. House rules, duties and disciplining of members
5. Order of Business to be followed at meetings