

Model Constitution and By-Laws for Student Organizations

Constitution

PREAMBLE

State the purpose and aim of the organization. It shall be the purpose of [name of organization] to [identify the purpose]

Article I - Name

Section 1 The name of this organization shall be [provide complete, official name, and specify any variations on the name which the organization might use in the business it conducts].

Section 2 Identify, if any, affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.

Article II - Membership

Section 1 [List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated].

Note: Membership in a registered student organization is limited to students enrolled for at least one (1) semester hour of University credit at UDM. Membership must be extended to all students without regard to race, color, creed or religion, sex, national origin, age, or physical or mental handicap.

Article III - Officers

Section 1 The officers of this organization shall consist of: [state the number of officers, their titles, and their general duties and responsibilities. Officers must be UDM students only].

Section 2 Qualifications for each office, if any.

Section 3 Term of office. [state the period of time that the office will be held].

Section 4 Provisions for removal of an officer.

Article IV - Executive Council/Board of Directors

Section 1 State the make-up of the Executive Committee, Board of Directors, or Council; the method of selection; terms of office; and its general duties and responsibilities. A provision for filling vacancies may also be included in a section under this article.

Article V - Elections

Section 1 Election of officers shall be held [state the method and frequency of elections; specify who is eligible to vote and all qualifications, requirements or other conditions that members must meet before becoming candidates for office].

Article VI - Meetings

Section 1 Regular meetings of this organization shall be held [state the number of members required to be present at a meeting in order to conduct the organization's business; i.e. a quorum, which is usually a simple majority].

Section 2 [State by what rules of order or procedure the meetings of the organization shall be conducted. Cite the specific source or authority to be used in deciding questions of parliamentary procedure].

Article VII - Advisors

Section 1 There shall be [1,2, or more] faculty/staff advisors who shall be members ex officio with no voting privileges.

Note: UDM requires each registered student organization to have a full time faculty or professional staff person as an advisor for a registered student organization. Contact the Student Life Office for more information.

Section 2 Method of selecting advisor.

Section 3 Duties or responsibilities of advisor.

Article VIII - Amendment

Section 1 The constitution may be amended by a vote of [be specific - include any requirements for the form or manner in which the amendment is written; any limitations for the presentation or ratification of an amendment; and what margin of votes an amendment shall be required to receive for passage].

By-Laws

By-Laws are intended to deal with the day-to-day rules governing the organization. These might have to change in order to accommodate new conditions or circumstances. Hence, they should be reviewed and updated at least annually.

Meetings: Stipulate the frequency of meetings, possibly the day of the week, and even the time and location.

Officers: List any additional duties or responsibilities assigned to the various officers which have not already been covered in the constitution.

Committees: Name any standing committees and the method to be used for selecting chairpeople and committee members. State the duties and responsibilities of these committees. (consider composition, appointment, function, powers, duties, membership, financing and publicity.)

Financial: Provide for initiation fees, dues, and other assessments (if any); also details regarding delinquencies. (consider provisions for accounting procedures of membership monies, allocating funds, maintenance of bank accounts, notification to incoming officers of accounts, etc.)

Elections: State all election rules and procedures not already covered in the constitution. Be sure to include procedures for filling vacancies and procedures for voting.

Amendment of By-Laws: Stipulate the method for amending the By-Laws. The requirements for amending the By-Laws should not be as great as those for amending the constitution.