

TEMPLATE

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]

University of Detroit Mercy Mission & Vision [All student organizations should be aligning activities with the University of Detroit Mercy mission and vision. Copy this section into the organization's constitution].

MISSION

The University of Detroit Mercy, a Catholic university in the Jesuit and Mercy traditions, exists to provide excellent student-centered undergraduate and graduate education in an urban context. A Detroit Mercy education seeks to integrate the intellectual, spiritual, ethical and social development of students

VISION

The University of Detroit Mercy will be recognized as a premier private university in the Great Lakes region, distinguished by graduates who lead and serve in their communities.

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]

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

Section 2 [A description of recruitment practices and procedures for each organization].

Section 3 [Organizations may utilize the Student Handbook in wording; all registered organizations are required to include an anti-hazing and non-discrimination statement].

Example Statement of Inclusivity [from the student handbook p.61]

Detroit Mercy is committed to creating and maintaining an inclusive and respectful community that allows students, faculty, and staff to achieve their fullest potential. You can Be the Difference in creating an inclusive and respectful community by acting against incidents of bias. It is important that we all take responsibility to report incidents that do not support the kind of community that respects the dignity of all people based on their social identities.

Example Anti-Hazing Statement [from the student handbook p.64]

Hazing is considered by the Fraternity Executives Association to include any action that produces mental or physical discomfort, embarrassment, harassment, or ridicule. The University of Detroit Mercy Code of Rights and Responsibilities states that no member of the University community may harass, threaten, coerce, abuse, or harm any person. Fraternities and sororities, athletic teams, and other student organizations, in their member recruitment, member development, and activities, are not excluded from these policies regardless of their own organization policies. At the same time, the University may support and act upon the hazing policies of each organization. Thus, student organizations are bound by both University and its own policies regarding hazing. Hazing policy statements are a required part of files for all Greek social and service organizations, and any other organization engaging in pledging potential members. Hazing allegations will be investigated and followed up by the University quickly and aggressively.

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 Detroit Mercy 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 - Moderators

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

Note: The University of Detroit Mercy requires each registered student organization to have a full-time faculty or professional staff member as a [Faculty Moderator]. Please contact the Student Life Office for more information.

Section 2 Method of selecting advisor.

Section 3 Duties or responsibilities of Moderator

[Highlights from the student handbook (p. 153)]

The primary role of the moderator is to provide overall guidance and support to the organization. This guidance includes compliance with University policies and procedures. It is not the moderator's responsibility to sign contracts or checks for the student organization (this does not apply to administrative organizations).

#### 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 chair people 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.) **Please contact the Student Life Office for assistance in identifying account information available.**

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.