# SAMPLE CONSTITUTION

This document is intended to serve as a model for you to follow when writing the constitution for your organization. Your actual constitution may be expanded or modified, as long as the group abides by all state and federal laws, rules and regulations adopted by the Board of Trustees and the university, including the Student Code of Conduct. Keep in mind that an organization’s constitution outlines the basic rules governing an organization, allows for continuity, and addresses situations that may arise within an organization.

#### PREAMBLE

**We the members of** (name of organization)**, and subscribing to the regulations and policies of Marian University, establish this Constitution to govern the matters within our organization.**

**Article I - Name**

**Section 1** **The name of this organization shall be** (provide complete, official name, specific and 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 - Purpose

**Section 1** **The purpose of this organization shall be to** (be as detailed as possible since your group will be limited to the purpose listed here. Use action words such as: promote, recognize, serve)

**Article III - Membership**

**Section 1** **Members** (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).

**Section 2** Associate/guest members status if any. This would include alumni, staff, faculty or community members. A guest of a registered organization may not act as or have the same privileges of a member or serve as a committee member.

**Article IV - 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 Marian University students).

**Section 2** Qualifications for each office, if any (GPA requirement, necessary experience, etc.)

**Section 3 Term of office shall be**. (state the period of time that the office will be held).

**Section 4 Provisions for removal of an officer shall be,** (state how an officer is removed, such as who initiates, what type of vote is required, what steps for an appeal)

**Article V - Elections**

**Section 1** **Election of officers shall be held** (state the method and frequency of elections; requirements or other conditions that members must meet before becoming candidates for office).

**Section 2 Provisions for filling vacancies**. (specify when elections are held, if there are special elections, how positions are posted, who is eligible to vote, and percentage of membership for a legal election).

**Section 3 The procedures for voting shall be** (list any other provisions, who is eligible to vote, if there is a secret ballot or hand/verbal vote, the number of members present such as a quorum for the vote to be valid).

**Article VI - Meetings**

**Section 1** **Regular meetings of this organization shall be held** (monthly, bimonthly, etc. Specify the person responsible for notifying members of upcoming meetings and the method of notification).

**Section 2** **A quorum shall consist of (X) voting members or a percentage of voting members present at any meeting.** (A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization. State the rules of order or procedure to be used during meetings. 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: Marian University requires each registered student organization to have a full time faculty or staff person as an advisor for a registered student organization.*

**Section 2** Method of selecting advisor

**Section 3** Duties or responsibilities of advisor. Include the groups’ expectations for involvement and refer to the Advisor Agreement Letter.

Article VIII - Amendments

**Section 1** **The constitution may be amended by a vote of** (be specific – majority, 2/3, etc., 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).

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**Print Name Signature of Officer Title Date**

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