

# Organizational Constitutions

Below is an outline of the University's expectations for student organization constitutions. A new organization will not be approved unless all of the following sections are included in the constitution. An organization should make sure that the constitution is set up in the manner that is consistent with how they operate. It is a good policy to review the constitution at least once every two (2) years. Any changes that need to be made should obviously follow the process outlined in the amendment sections of the constitution.

The questions are listed below each section are intended to guide you in updating/writing your constitution. All organizations will have different information in each section.

## Article I: Name

State the name

## Article II: Purpose

What are the aims of the organization? How will the organization function? For whom does the organization exist? Whom does it benefit?

## Article III: Membership

Who is eligible to be a member? What kinds of membership will there be (pledged, initiated, alumni, etc.), and what are the guidelines for the various types of membership?

**GAF eligible organizations must include this section in their constitutions: “(organization name) will not discriminate in membership on the basis of race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age, or disability.”**

## Article IV: Officers

What types of positions will there be? What are the responsibilities of each position? What are the qualifications for each position?

## Article V: Selection of officers

When will the officers be selected? How? What are the terms of office? What happens when a vacancy occurs? How is an officer removed?

## Article VI: Finances

How will the organization obtain money? How will the organization spend money? Who will be responsible for managing the money?

## Article VII: Amendments

How can the Constitution be changed? Who proposes changes? How are the changes proposed? What are the voting requirements to change the Constitution?