

GEORGETOWN UNIVERSITY CONSTITUTION GUIDELINES

The following outline and questions are designed to help you write or update a constitution for your organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the By-Laws.

PREAMBLE

This section should be a statement of the group's establishment. The preamble should contain the name of the organization. The preamble should include the date on which the Constitution was ratified or amended.

Article I. Name

Section 1: What is the exact title of this organization?

Article II. Purpose

Section 1: What is the purpose? Is it fostering a broad educational goal? Does it have a social, cultural or political aim? Why was the group founded? Be precise enough so that a non-member would understand the group.

Section 2: This section should be a statement of the group's willingness to abide by all university policies.

Article III. Membership

Section 1: How does one become a member? How are voting members identified? **Voting members must be full-time undergraduate students in good academic and judicial standing with the University.** What is the date in any one year by which one must join to still be able to vote? Who keeps the official membership list?

Section 2: Voluntary withdrawal of membership may be provided for. Can a member remain in the organization if she/he fails to pay dues?

Section 3: Membership must be open to all Georgetown University full-time undergraduate students.

Article IV. Officers

Section 1: How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Will your structure be hierarchical or flat?

Section 2: **Officers must be full-time undergraduate students in good academic and judicial standing with the University.**

Section 3: The only officer required is a Treasurer.

Article V. Operations

Section 1: How are officers elected? What constitutes a quorum? What type of ballot? Who may vote? When are they elected, and for what period? Who is eligible for office? When do officers assume office? How may officers be removed? How will mid-year vacancies be filled? You may wish to clarify the role of your advisor.

Article VI. Finances

Section 1: Will there be membership dues?

Section 2: The organization will seek funding by application to the appropriate advisory board (Select the appropriate one: SAC, Media Board, VPS Board, PAAC or Advisory Board for Club Sports.)

Section 3: The group must express willingness to comply with all financial policies, including placing all funds in its University account.

Article VII. Amendments

Section 1: How are amendments to be proposed and by whom? Usually they are proposed at one meeting and voted on at the next after notifying members. What majority is needed for amendments to pass? What is a quorum for this meeting?

BY-LAWS (optional)

Your constitution may also include a “Provision for By-Laws” article or a clause pertaining to the establishment of by-laws. The by-laws might include some of the following items:

- Standing committees of the organization
- Ad-hoc committees of the organization which are established for a single purpose, or 1-year commitment. Such committees will be eliminated from the by-laws once abolished or defunct.
- Policies pertaining to the time and location of organizational meetings.
- Structures/purposes of committees.