

CENTER FOR STUDENT PROGRAMS SAMPLE CONSTITUTION

Constitution reflects the policies and procedures of organizations. Since every organization is different, constitutions will vary in their content. The following sample constitution contains areas typically addressed in constitutions and possible wording. When writing a constitution, however, student organizations should be sure that their constitution reflects the policies and procedures of their particular organization.

CONSTITUTION OF [Name of Organization]

Preamble

We, the members of [Name of Organization] do hereby establish this Constitution on (date ratified or amended.)

Article I. Name

The name of the organization will be [Name of Organization] henceforth referred to as [Name of Organization.]

Article II. Purpose

1. [Name of Organization] is established for the purpose of developing leadership skills and an awareness of the responsibility to participate in public affairs.
2. [Name of Organization] understands and is committed to fulfilling its responsibilities of abiding by Georgetown University's policies.

Article III. Membership

1. Voting membership shall be limited to persons officially connected with the University as enrolled full time undergraduate students. In addition, the following requirements are necessary to constitute voting membership.

- Payment in full of financial obligations as determined by organization.
- Attendance at 75% of all meetings during a given semester.
- Active participation in all activities sponsored by [Name of Organization].

2. [Name of Organization] openly admits undergraduate students to its membership and does not discriminate on the basis of race, color, disability, gender, ethnicity, national origin, religion or sexual orientation.

Article IV. Officers

1. Officers of [Name of Organization] must be full-time undergraduate students enrolled

at Georgetown University.

2. [Name of Organization] will be governed by the following means:

A. An elected President (or other designated officer) will preside at all meetings of [Name of Organization.] The President will maintain the power to appoint all committee chairpersons, shall present all motions to the body present, and shall be present at 90% of the meetings of [Name of Organization.] The President is responsible for communication between [Name of Organization,] its advisory board (insert name,) and the Center for Student Programs.

B. [Name of Organization] shall also maintain a Vice President. The Vice President's duties shall be to preside at all meetings and functions that the President cannot attend.

C. Club members shall also elect a Treasurer who will keep the lists of voting and active members, handle all dues, accounts, expenditures, new members, rule observances at stated meetings, protocol, etc.

Article V. Operations

1. Voting Eligibility

Those members meeting all requirements of active membership by (date during the year, e.g. Dec. 1, Feb. 15, etc.) as set forth in Article III will be eligible to vote.

2. Election Process

A. All officers shall be elected by a majority vote of eligible voting members of [Name of Organization]. All elections will be held on an annual basis by February 15 of each academic year, at a meeting comprised of quorum (50% + 1) of [Name of Organization's] members.

B. The President will take nominations from the floor, the nomination process must be closed and the motion seconded. The nominated parties will be allowed to vote if they are eligible voting members.

C. All voting shall be done by secret ballot to be collected and tabulated by the Secretary-Treasurer and one voting member of [Name of Organization], to be appointed by the outgoing President.

D. Newly elected officers will assume office on (date), except in the case of mid-term elections. Officers elected mid-term will assume office immediately after their election.

3. Removal

Any officer of [Name of Organization] in violation of the Organization's purpose or constitution or failure to fulfill duties as stated may be removed from office by the following process.

- A. A written request by at least three members of the organization.
- B. Written notification to the officer of the request, asking the officer to be present at the next meeting prepared to speak in their own defense.
- C. Written notification to the membership.
- D. 75% of the voting membership must be in attendance to vote on removal of an officer. A two-thirds (2/3) majority is necessary to remove the officer.

4. Replacement

Should an officer resign or be removed, a special election will be held one week after written notification to all voting members. Mid-term elections shall be conducted as specified in Article IV, Section 2.

5. Meetings

All meetings will occur on a weekly basis or other regular basis at a time selected by [Name of Organization] and will follow the procedure set forth below:

- Attendance
- Report by the President
- Committee Reports
- Vote on all committee motions and decisions
- Any other business put forward by members of the club
- Dismissal by the President

Article VI. Finances

[Name of Organization] will finance the activities it engages in by the following means:

1. Membership dues (appropriate amount set by [Name of Organization].)
2. [Name of Organization] will submit a budget to the (insert one-SAC, CSJ Board, Media Board, PAAC or Advisory Board for Club Sports) on an annual basis and request funding appropriate for the effective operation of the organization for each year.
3. [Name of Organization] will conduct all financial activities in accordance with university policy and place all funds in its university account.

Article VII. Amendments

1. Amendments to the constitution may be proposed in writing by any voting members of [Name of Organization] at any meeting at which $\frac{2}{3}$ of the voting members are present.
2. These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
3. Proposed amendments will become effective following approval of two-thirds ($\frac{2}{3}$) majority vote of voting members.

BY-LAWS

(Date ratified or most recently amended.)