

Sample Constitution

This document serves as a model for you to follow when writing the constitution for your organization. Student organization can modify and add amendments as long as the group abides by all state and federal laws, rules and regulations of American University, The Office of Campus Life, and 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 American 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. If using American University in the club name must come after club. Happy Club @ AU, not the AU Happy Club).

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, advocate, educate, etc.)

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. Be Specific about how membership may be resigned or terminated). **You will need to include whether there are dues associated with being a part of the organization. If no dues, then you must state that. If you do charge dues, organizations must clearly state the amount, this includes national dues as well.**

Note: Membership in a registered student organization must be open only to AU students and any student is welcome to join.

All constitutions must include and abide by the following clauses:

American University student organizations shall not discriminate in membership based on true or perceived race, color, culture, religion, faith, national origin, age or student status, class, caste, sex, gender, sexual orientation, gender identity and expression, disability, citizenship, personal appearance, marital status, veteran status, student status, family responsibility, political affiliation or source of income, or any other basis under international, federal, or local law.

Student organization membership is open to any University students in good academic standing who express interest American University Student Life.

Section 1 States the requirements, if any, while working within the non-discrimination clause mentioned above. The majority of active members must be the persons officially connected with the University (students, faculty, and staff.) States rights, duties, voting rules and resignation and expulsion procedures for members.

Clause 1. The conditions for active membership shall be:

- A. Being an enrolled student at American University,
- B. Attendance of mandatory general meetings,

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

Section 2 **Term of office shall be.** (*state the period of time that the office will be held*).

Section 3 **Provisions for removal of an officer shall be,** (state reasons why an officer would be removed, 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). **The general body of the organization must elect the president.**

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)

Section 3 **The procedures for voting shall be** (list any other provisions, if there is a secret ballot or hand/verbal vote, the quorum necessary to vote, aka the number of members that must be present for a legal election 2/3, or 1/2 etc.).

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 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 utilize during meetings. Cite the specific source or authority to for deciding questions of parliamentary procedure).

Article VII - Advisors

- Section 1** **There shall be at least one full time faculty/staff advisor at all times in the organizations.**
Note: AU requires each registered student organization to have a full time faculty or staff person as an advisor for a registered student organization.
- Section 2** Duties or responsibilities of advisor. Include the groups' expectations for Involvement.

Advisor Expectations/Duties

- assist in the development of the organization and its members
- interpret University policies and regulations
- attend as many organizational meetings and functions as possible
- meet with organization officers or membership to discuss the progress and direction of the group
- be available to the officers and membership
- aid in leadership transitions
- ensure accountability to governing documents by organization leadership
- act as a liaison to Student Activities
- support student programs and activities. (Be visible!!!)

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).