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**Sample Constitution for Student Organizations**

A constitution is the founding document of your organization and provides a basic governing structure. It outlines your mission, goals, officer responsibilities, meeting rules, and membership requirements. A constitution is also important to provide consistent leadership, as it will be passed on to future officers.

Constitution Writing Tips

* Bring all stakeholders together, including your advisor and founding members, to write the

Constitution.

* Write your constitution in a broad manner.
* Write your constitution with the future in mind.
* It is recommended that you not use proper names, dates, locations, and exact meeting times.
* Keep your constitution in an editable digital format (Microsoft Word document), a permanent digital format (pdf) for web use, and a hard copy in print for student organization purposes.
* Make sure that all members are familiar with your constitution by distributing it at the beginning of the year via email or other document sharing application.

In addition to your petition and constitution, student organizations will also need to submit the following documents to the Office of Student Life:

* Student Organization Registration Forms
* New Student Organization Petition

**Sample Constitution for Student Organizations**

**Article 1: Name of Organization**

* The name of the organization shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (The name).

**Article 2: Purpose**

* In this section, it is suggested writing your mission statement, which is a statement that explains your group’s purpose.
* No purpose or objective of the organization shall be in conflict with the Student Code of Conduct, applicable state or federal laws presently in force or hereafter enacted.

**Article 3: Membership**

* Membership in the organization shall be open to all regularly enrolled undergraduate students without regard to race, color, sex, disability, religion, sexual orientation, national origin or veteran status.
* The organization must have at least three (3) undergraduate members.
* **NOTE:** A clause to this effect must be included in EVERY club’s constitution.
* If your organization has any membership requirements please be sure to list them in this section. Examples include:
1. grade point average
2. academic major/minor
3. Special qualifications, etc.
* **(OPTIONAL)** Members shall pay dues in the club in the amount of ($\_\_\_) dollar(s) per semester
1. Suggested on a tri-yearly, bi-yearly, or yearly payment
* Hazing practices within the organization are prohibited as stated in the Student Code of Conduct and Student Organization Handbook.

**Article 4: Officers and Duties**

* The Officers of the organization can include a President, Vice President, a Secretary, and a Treasurer.
* **NOTE**: The secretary and treasurer positions can be combined if needed.
* An Officer of the Organization must be an undergraduate student enrolled at the University.
* Here it is suggested to list qualifications for each office and duties, if any. (i.e.-President - must have been a member of the organization for one year)
1. The President shall … (List officer duties and any qualifications)
2. The Vice President shall… (List officer duties and any qualifications)
3. The Treasurer shall… (List officer duties and any qualifications)
4. The Secretary shall… (List officer duties and any qualifications)
* How long is a term in office?
* How will the club handle removal or resignation of an officer?
1. When are elections for vacant position, does there are have to be a quorum for removal, who presides over the meeting, etc.

**Article 5: Officer Election**

* Selection of officers shall be held
1. Provide the month of elections
2. Specify who will inform the membership of the election meetings and the method of notification.
3. When members be notified of the election meetings.
* Candidates for Office
1. Is it based off of nominations?
2. Do candidates have to present a speech or presentation, etc.?
* Procedures for voting.
1. It is suggested to include, How will the group vote, what percentage will constitute a majority, how many votes members get.
* Procedures for filling vacancies.
* **NOTE:** Recommended to be established and put into the constitution.

**Article 6: Advisor**

* **NOTE:** Must include this entire section in your constitution
	+ The Advisor must be a full-time Purdue Northwest faculty member or administrator (Limited Term Lecturers or clerical staff are unable to serve as advisors).
	+ The Advisor shall be ex officio with no voting privileges.
	+ The Advisor duties are suggested to include:
1. Provide stability
2. Meeting with the club officers on a regular basis.
3. Attending club meetings and club activities.
4. Attend monthly advisor meetings held by the Office of Student Activities
5. Keeping updated on club issues and intentions.
6. Meeting with the Treasurer on a monthly basis to review account balances and financial transactions.
* The Advisor has veto power over any decision made by the club which is in direct violation of University policy.
* The members of the organization can remove the advisor from duties at any time if duties are not being upheld.

**Article 7: Quorum and Meetings**

* It is recommended including what justifies a quorum meeting. A quorum shall exist when (determine % of members needed in attendance at a meeting)
* It is suggested to meet at least three (3) times during a semester. Regular Meetings time and place should be determined by the officers.
* The Executive Committee shall meet (determine when the officers will meet prior to regular scheduled meetings)

**Article 8: Disbursement of Funds**

* All disbursements and charges must be approved by the Treasurer and Advisor.
* Here you can include the rules on reimbursement for expenditures; reimbursements will only be accepted for members who have retained an original, itemized receipt.
* All financial transactions will be managed through the Purdue University Northwest Bursar and Business Office.

**Article 9: Miscellaneous**

* It is recommended that the constitution is presented to the Student Government Association for review.
* This Constitution and any amendments and changes hereto shall be kept on record with the Office of Student Life, and shall be available to any member for inspection during reasonable office hours.