

SAMPLE CONSTITUTION FOR STUDENT ORGANIZATIONS

CONSTITUTION OF

(Organization's Name)

(Date)

Preamble

(Statement of the general aims and purposes of the organization. This statement should be brief and direct.)

ARTICLE I

Name

This organization should be known as _____
(may not use "CMU" or Central Michigan in name)

ARTICLE II

Membership

Section A. Membership
(An explanation of types of membership: active, honorary, associate, and privileges of each.)

Section B. Membership Qualification(s)

1. Membership in _____ shall not be denied because of age, color, disability, gender, familial status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight.
2. At the time of initiation, each prospective member must be at least (class standing, hours completed, etc., where/when applicable and must be within Student Organization guidelines.)

Section C. Selection of Members.

1. When are new members selected?
2. Percentage of vote of active members needed for approval of new members.
3. Notification of membership acceptance
4. Miscellaneous procedures involved in selection.

Central Michigan University an AA/EO institution) is strongly and actively committed to increasing diversity and providing equal opportunity within its community.

Section D. Voting Privileges – honorary, affiliated, etc.
1. Which members who are honorary, affiliated, quorum, etc., are entitled to vote on which issues; status of absentee ballots.

Section E. Termination of Membership
1. Procedures for voluntary termination of membership
2. Specific notation for causes which an individual's membership may be terminated.
3. Procedures for termination of membership: percentage of vote needed, usually larger percentage required; notification of terminated member, written resignation, etc.

ARTICLE III

Officers

Section A. Elected Officers
• List all position titles and an explanation of the duties and responsibilities of each.

Section B. Standing Committees
• List of all standing committees and a method of selection of chairperson and members – vote, appointment, etc.

Section C. Qualifications for holding office
1. All active members that are on academic, social, or disciplinary probation are prohibited from holding any office – elected or appointed.
2. Other stipulations: class, previous offices, length of time as an active member, etc.

Section D. Selection of Officers
1. When do elections usually take place? Example: between the 2nd and 4th week of each Spring semester.
2. Voting procedures: quorum needed, nominating procedures, balloting methods, who is responsible for elections, etc.
3. General time that elected officers assume office – a stipulated interval after elections.
4. Length of term of office; should be compatible with #1 above.

Section E. Filling Vacancies
1. Who assumes office of president and other offices in the event of a vacancy; procedure – appointments, voting, special committees, etc.

Section F. Recall of Officers
1. Statements of condition of removal: failure to perform duties, excessive absence, etc.
2. Voting procedure for impeachment: should be large majority – two-thirds or three-fourths of membership. Final action should be detained until the next regular meeting.

ARTICLE IV

Advisors

Section A. Statement of method of selection of advisors, responsibilities of advisors and term office – all advisors must be faculty or staff members at CMU, or in accordance with University Regulations – see Operational Guide.

ARTICLE V

- Section A. Frequency of regular meetings
- Section B. Special Meetings
1. Statement of reasons for special meetings.
 2. How are special meetings called – president, petition of 25 percent of members, etc.
 3. How are members notified of special meetings? Reasons for meeting should be communicated at the time of notification.
- Section C. Quorum
- Stipulations as to percentage of active members needed for quorum; larger organizations should require approximately one-third; smaller organizations should have greater percentage; three-quarters.
- Section D. Parliamentary Authority
- Roberts Rules of Order, or other procedure.

ARTICLE VI

- Section A. Duties and Assessments, Initiation Fee(s)
1. How are dues set? – Majority vote of members.
 2. Types of assessments – initiation fees, regular dues, special assessments.
- Section B. Budget Planning
1. When is budget created? When is it presented? What is needed for approval? Who can allocate dollars?
- Section C. Banking
1. Off-campus banking arrangements – The Office of Student Life offers recommendations – see Operational Guide.
 2. University Funding – Organizations receiving University funding must adhere to the S.B.A.C. guidelines.
- Section D. Disposition of Funds in the Event of Inactivation. Example: “All proceeds go to the United Way of Isabella County.”

ARTICLE VII

Amendments

- Section A. Constitution: Amendments and revisions (Procedure: Any member, at any regular meeting, may propose a written amendment, final action on which will be delayed until the next regular meeting. An affirmative vote of two-thirds or three-quarters of the membership shall be required for adoption of an amendment.)

Bylaws

(The Bylaws constitute the technical details necessary for carrying out stipulations in the constitution. The following are examples of subjects covered by the Bylaws:)

1. Initiation procedures
2. Detailed notations of powers and duties of officers
3. Committees other than Standing Committees and their areas of responsibility
4. House rules, duties, and disciplining of members
5. Order of Business to be followed at meetings

The sample constitution is not intended to be exclusive, but to assist student organizations in understanding specific provisions that should be part of every constitution. Specific questions pertaining to the writing of a constitution may be referred to the Assistant Director of Student Life, Tom Idema.