

# SAMPLE CONSTITUTION

Following you will find the general format for drawing up a constitution for an organization that is to be registered at Andrews University. In order to register, each organization must submit a Constitution, along with the required Registration Form.

## **Article I: Name**

State the name of the organization.

## **Article II: Purpose**

State the purpose of the organization

## **Article III: Membership**

Section I: How membership will be defined

Section II: Eligibility requirements

Section III: Expulsion of members (if applicable)

NOTE: University Policy states: *“Membership in student organizations is limited to Andrews University students, faculty and staff. Student organizations must conform to the Board of Trustees policies regarding non-discrimination on the basis of race, color, national or ethnic origin, sex, weight, height, marital status, or disability.”*

## **Article IV: Officers**

Section I: List what officer positions will be

Section II: State the qualifications for each office

Section III: State how long an officer is appointed for their term

Section IV: State the responsibilities of each officer

## **Article V: Meetings**

Section I: State when regular meetings will occur

Section II: State the policy on calling special meetings

Section III: State the policy on a quorum at any regular or special meeting

## **Article VI: Elections**

Section I: State when elections will regularly be held (must be before Spring Semester Break)

Section II: State the organization’s policy on who can vote

Section III: State when the notice of election and election results will occur

#### **Article VII: Advisors**

State the number of advisors to be chose, how they are to be chosen, their responsibilities and duties, and their place in the organization (i.e. full member, partial member, etc.)

NOTE: University Policy states: *“Student organizations shall have one or more advisors. One advisor must sign the registration form and be a faculty or staff person.”*

#### **Article VIII: Committees**

State the committees in the organization, along with their duties and responsibilities and how members are selected for the committees

#### **Article IX: Dues**

State the organization’s policies on dues (maximum dues: \$30 per year)

#### **Article X: Handling of Funds**

State the organization’s policy on the proper procedure for handling money for the organization

University Policy States: *“All funds collected on campus must be deposited in the student organization’s account. The Treasurer shall be the primary officer designated to handle the organization finances and manage the account. Other officers may be authorized as indicated on the registration form.”*

#### **Article XI: Amendments and Revisions**

Section I: Constitution may be amended by 2/3 or ¾ of total membership. Amendments may be tabled for vote at a later meeting.

Section II: Provision for advance notice of amendments

Section III: Provision for notifying Student Life of any amendments