

# **SAMPLE CONSTITUTION FOR A STUDENT ORGANIZATION**

The sections marked with an \* must be included in all student organization constitutions.

## **Article I: Organization Name**

\*Section 1: Name. This constitution establishes [Our Organization at the University of North Carolina at Charlotte], hereafter known as [Organization]. *Please note that University of North Carolina at Charlotte or UNCC may only be listed at the end of your organization's name and not at the beginning if you desire to include it.*

## **Article II: Purpose**

\*Section I: Purpose Statement. Organizations should include a complete statement of purpose and objectives.

\*Section II: Policy Agreement. Our organization is willing to abide by all UNC Charlotte policies and guidelines, especially relating to on or off campus activities which our club may sponsor or in which we may participate.

Section III: Affiliations. If your organization is affiliated with a national or international organization, details of the affiliation should be adequately described.

## **Article III: Membership**

Section I: Membership. Organizations should describe who is eligible to be a member of their organization.

Section II: Categories of membership. Voting membership should be defined as limited to currently enrolled students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

Section III: Dues. If applicable, list dues requirements [amount, frequency of payment, and consequences of non-payment].

Section IV: Selection. Describe the process of new members joining the organization.

Section V: Voluntary Member Withdrawal. Example: Any member of our organization can, at any time, voluntarily withdraw his/her membership from the organization.

\*Section VI: Non-Voluntary Member Removal. A member can be removed by...[reasons and specific process]

\*Section VII: Non-discrimination. In keeping with UNC Charlotte's policy of non-discrimination, our organization does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, veteran status and physical or mental ability or disability.

## **Article IV: Officers**

\*Section I: List the names of the officer positions of the organization and which officers will comprise your executive board/committee, if applicable.

Section II: President. The President shall [list specific duties and functions of this office]

Section III: Vice President. The Vice President shall [list specific duties and functions of this office]

Section IV: Treasurer. The Treasurer shall [list specific duties and functions of this office]

Section V: Additional Officers. [List additional officers and specific duties/functions as appropriate.]

## **Article V: Advisor**

Section I: Advisor. At least one advisor of the organization must be a member of the University faculty or staff. It is recommended not to list your specific advisor's name in your constitution. [Responsibilities and expectations of advisors should be clearly and adequately described.] *Advisors may not have decision-making or voting authority within the organization, as organizations are student-initiated and student-run.*

## **Article VI: Function/Operation**

\*Section I: Nominations. Nominations for officers are held... [list the time of year in which nominations are taken, who is eligible to be nominated for an officer position,

and how nominations should be received (i.e. self nomination, at a meeting vs. over email, etc.)]

\*Section II: Elections. Officers are elected by...[list the specific process of who can vote, the process of election, and how votes will be taken (i.e. secret ballot, hands raised, etc.)]. Elections will be held on [time of year or certain meeting of the year.]

Section III: Outcome. The winner is decided by...[list the voting margin needed to win and who is responsible for counting/verifying votes]

Section IV: Terms. Officers will serve from [how long until how long] and [may/may not] be permitted to serve more than one term in a row.

\*Section V: Officer Impeachment. Officers can be impeached by...[list the conditions and process for removal of officers]

Section VI: Voluntary Officer Resignation. Example: Any officer of our organization can, at any time, voluntarily resign from their position with proper notice given to the other officers.

Section VII: Officer Succession. If not specified within the Officer Duties, list who will assume a certain officer's responsibilities for the interim in the event of resignation or impeachment.

## **Article VII: Committees**

Section I: Committees. If applicable, list the committees of the organization, the functions of each committee, how chairpersons for each committee are selected, and how members are designated to serve on a committee.

## **Article VIII: Constitutional Amendments**

Section I. Amendment Proposal. Amendments can be proposed by...[list who within the organization]

Section II: Procedures. Rules regarding the proposal of amendments are as follows...[list timelines and format preferred for amendments]

Section III: Voting. The amendments shall be voted on...[list voting procedures and specific voting margins]

## **Article IX: Method of Dissolution**

Section I. Dissolution. [Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debt exist, appropriate means for disposing of these assets and debts should be specified clearly.]

### **BY-LAWS**

By-laws may also be written, but are not required. By-laws are rules governing the internal workings of the organization and can include for example:

1. Standing procedures of the organization
2. Ad-hoc committees and how they are determined
3. Policies related to the time, location, and frequency of organization meetings
4. Statement that *Robert's Rules of Order* will be followed

By-laws should be easier to amend than the constitution, but still hold a higher standing than being amended through a simple majority vote at any one time.