

Date

Sample Constitution

**(YOU MUST TURN IN AN ORIGINAL CONSTITUTION.
YOU MAY NOT TURN IN THIS CONSTITUTION – THIS
IS ONLY FOR YOUR REFERENCE)**

(type the name of your organization)

Article I- Name of Organization

The official name of this organization shall be

Article II- Purpose of Organization

The purpose of this organization is

Article III- Membership

Unless otherwise specifically authorized by the University, membership in this organization is open to all DePaul students who are in good standing with the University (have a cumulative GPA of 2.0 or above). Unless otherwise specifically authorized by the University, membership will not be restricted on the basis of race, color, ethnicity, religion, sex, sexual orientation, national origin, age, marital status, physical or mental disability, parental status, housing status, source of income, or military status. As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership may be revoked by **[include a mechanism for revoking membership here]**.

Article IV- Officers

Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run off election will be held between the top two candidates that received the most votes. Members interested in becoming an officer must meet the following academic requirement: Officers must maintain a cumulative 2.5 GPA to hold office. The term of office will be for one full year (**when to when?**). Together, the officers shall comprise of the Executive Committee/Board of the organization. The Executive Committee/Board shall meet in addition to regular organization meetings. The Executive Committee/Board shall appoint such committees that are needed to carry out organization goals. The officers and individual duties shall be:

A. President

- Preside over all meetings
- Represent organization on campus
- Ensure that the organization is operating in conformity with the standards set forth by the Office of Student Life
- Cosign organization checks
- Maintain communication with organization advisor

B. Vice-President

- Preside over meetings in the absence of the President
- Schedule meetings/events with appropriate University offices
- Coordinate organization promotion and publicity of events

C. Secretary

- Maintain an accurate record of all organization meetings and post for members
- Maintain membership directory
- Correspond when necessary with University administration and other recognized organizations

D. Treasurer

- Maintain accurate record of organization transactions
- Collect dues if required
- Develop organization budget and present to membership for $\frac{3}{4}$ vote
- Cosign organization checks
- Arrange fundraising opportunities for the organization
- Solicits additional funding if needed from the Office of Student Life in conjunction with the President

Officers may be removed from office by **[include a mechanism for removing officers here]**. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

Article V- Elections

Section 1 – Election of officers shall be held **[Insert the month of elections and specify which member of the organization will oversee them. Who will announce elections? The candidates? The results? A provision should be made that specifies how far in advance election meetings will be announced.]**

Section 2 – **[Insert procedures for filling vacancies in positions.]**

Section 3 – **[Insert procedures for voting in elections. Some organizations make provisions for a secret ballot, for example, whereas some feel a vote by a show of hands is best. What percentage of those voting shall constitute a candidate's election? Consider procedures for election proceedings in which no candidate has won and/or a tie.]**

Article VI- Advisor

The Advisor shall be a full-time faculty or staff member at DePaul University. The Advisor will assume those responsibilities as outlined in this constitution and/or found in the Student Life Handbook. The advisor will be selected by a majority vote of the Executive Committee and then presented to the general membership for a second majority vote of approval. Advisors not fulfilling the responsibilities detailed in the “Advisor Handbook” or not abiding by the organization’s purpose may be removed from the position by a majority vote of the Executive Committee.

Article VII- Meetings

The organization shall hold regular **(include a time period here)** meetings during the academic term except when holidays, examination periods or other events make meeting impractical. Organization meeting day/time will be determined in the beginning of each semester by a vote of the general membership. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the secretary is appreciated. A quorum as necessary for all votes where a quorum is required shall consist of a simple majority of the membership plus one officer. Robert’s Rules of Order (newly revised) shall govern all meetings.

Article VIII- Finance

The organization may establish reasonable dues that must be paid by all members in order to remain a member in good standing. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a vote. Dues must be paid by **(include a week in the quarter)**. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

Article IX- Amendments

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary.

Article X- Ratification

This constitution shall become effective upon approval by a yes vote by $\frac{3}{4}$ of the organization’s members.

PLEASE KEEP A COPY FOR YOUR RECORDS!