

SAMPLE STUDENT ORGANIZATION CONSTITUTION

The following outline is an example of an ideal Student Organization Constitution. Each section should be reviewed and modified to fit the needs of a particular student organization.

CONSTITUTION OF “NAME OF ORGANIZATION”

TODAY’S DATE

PREAMBLE

We, the members of “Name of Organization”, do hereby establish this Constitution so that our purpose can be realized to its fullest extent.

ARTICLE I: NAME

This organization shall be known as “Name of Organization”.

ARTICLE II: PURPOSE

The purpose of “Name of Organization” shall be to ...(include the mission, objectives, aims and purpose of your organization).

ARTICLE III: REGISTRATION CRITERIA

To maintain registration of this organization, we agree to the following regulations:

1. Abide by all University policies, campus regulations, federal, state and local laws.
2. Maintain a current copy of this constitution on file in the Office of Student Life.
3. Maintain a current listing of officers, and members on file in the Office of Student Life.

ARTICLE IV: MEMBERSHIP

Membership shall be open to all currently enrolled Georgetown University Law Center students.

ARTICLE V: VOTING

Each member may vote.

ARTICLE VI: OFFICERS

The officers of this organization shall be as follows:

President. The President shall preside at meeting, present all motions, maintain the power to appoint committee chairpersons, and act as official spokesperson of the organization.

Vice President. The Vice President shall discharge the duties of the President at all meetings and functions which the President cannot attend.

Treasurer. The Treasurer shall maintain the financial accounts and records of the organization.

Secretary. The Secretary shall compile and maintain the minutes of meetings and the records of the organization.

ARTICLE VII: ELECTIONS

A: The officers shall be elected by simple majority at a designated meeting of the general membership to be held in the spring of each year. Each officer will serve for a one-year term. At least two weeks notice shall be given before the election meeting.

B: If an officer fails to meet job duties of his/her position the membership may elect to remove said officer by a 2/3 vote.

C: If an officer position becomes vacant in the fall semester or within the first two months of the spring semester a formal election procedure will be held for the vacant position. If the position becomes vacant within a month of spring elections the president may appoint an organization member to fill the role until formal spring elections.

ARTICLE VIII: NOTICE OF MEETINGS

A: The times for regularly scheduled meetings shall be _____.

B: At least _____ days notice shall be given for each regular business meeting.

C: Special or emergency meetings may be called with less than _____ (hours/days) notice by the Executive Board.

D: The meetings shall include an order of business and disposition of the minutes.

ARTICLE IX

This constitution may be amended at any time by a majority vote of the membership of "name of organization". The constitution will be reviewed on an annual basis each fall semester and submitted to the Office of Student Life.

Please Note: The constitution of an organization may contain a variety of additional articles, making provisions for replacement of officers and directions, establishing standing committees, outlining election procedures, and a whole host of other matters, at the discretion of the persons drafting the document.