

## **GUIDELINES FOR WRITING A CONSTITUTION**

The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the by-law.

### **Preamble**

This section should state the name of the organizations and the purpose of its' establishment.

#### **Article I**      **Name**

**Section 1**      What is the exact title to be used in addressing this organization?

#### **Article II**      **Purpose**

**Section 1**      What is the Purpose? Is it fostering a broad educational goal? Is there a social, cultural, or political aim? Why was the group founded?

**Section 2**      This section should be a statement of group's willingness to abide by established University policy.

#### **Article III**      **Membership**

**Section 1**      Who is eligible for membership? Are there any restrictions? How does one become a member? How are members identified?

**Section 2**      Voluntary withdrawal of membership may be provided for. Can a member remain in the organization without paying dues?

**Section 3**      Non-discriminating clause should be provided, and include the following: race, color, creed, sex, and sexual orientation.

#### **Article IV**      **Officers/Executive Committee**

**Section 1**      How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Description of any standing committees should be included, probably in the by-laws.

**Section 2**      How are offices elected? What type of ballot? When are they elected, and for what period? Who is eligible for office? How may officers be removed? You may wish to clarify the role of your advisor.

#### **Article V**      **Duties of the Officers**

**Section 1** The duties of the officers are...

**Article VI** **Meetings**

**Section 1** Describe how meetings will be handled.

**Article VII** **Finances/Allocations of Funds**

**Section 1** How will the organization finance its activities? How will financial records be kept?

**Article VIII** **Amendments**

**Section 1** How are amendments to be proposed and by whom? Do you want to provide for delay before voting on amendments to be voted upon?

If you have questions, please contact the Office of Student Activities – ext. 3835, or stop by the Wiseman Center, Room 137.

**SAMPLE CONSTITUTION  
XYZ STUDENTS ASSOCIATION**

**PREAMBLE**

Recognizing the need for an XYZ Student Association, we the Students Bowie State University, shall bring all XYZ Students together, for the betterment of good relations among all students, regardless of social, race, cultural, and political relationships and exchange ideas, thereby bringing the formation of a more active and progressive student community.

**AIM**

The preamble being our objective, we do hereby pledge ourselves to abide by this Constitution: We will be open-minded and liberal in judgment of all problems suggestions brought before the club for discussion and investigation. We further agree that we shall have no affiliation with any group opposed to student welfare. Therefore, we do ordain and establish this constitution of the XYZ Student Association.

**ARTICLE I**            **NAME**

- A. The name of the club shall be the XYZ STUDENT ASSOCIATION

**ARTICLE II**            **PURPOSE**

- A. To foster mutual understanding and cooperation in the interest of XYZ Student sat BSU and other student organizations and clubs.
- B. To coordinate the activities of BSU Student body with those of the Administration, Faculty, and Student Government Association.
- C. To develop positive relationships between all students. To promote an environment of growth, culture exchange and friendship among students of all backgrounds.

**ARTICLE III**            **Membership**

- A. Membership in the XYZ Student Association is open to any registered student attending BSU.
- B. To become a member, individuals must make their intentions known to the membership at the first regular business session. New members are voted into membership by a majority vote of the Association.
- C. XYZ Student Association does not discriminate on race, color, creed, sex, or sexual orientation.

- D. An Executive Council person or member can be removed from office or the association for probable cause, by a majority vote of the main body.

**ARTICLE IV**            **OFFICERS/EXECUTIVE COMMITTEE**

- A. THE XYZ Student Association shall be composed of the following:
1. Executive Council
- B. The Executive Council shall be composed of six (6) council members who shall be elected by the XYZ Student Association members:
1. President
  2. Vice President
  3. Secretary
  4. Assistant Secretary
  5. Treasurer
- C. Each committee shall have one (1) appointed chairperson.
- D. If for any reason, any of the Executive seats are vacant, these seats shall be declared open for appointment by the Executive Council.
- E. Term of Office for the Executive Council:
1. Each officer is elected to serve a one (1) year term. No elected officers of the XYZ Student Association shall serve more than two (2) years in the same position. There will be a separate election held each year.
- F. The main body of the XYZ Student Association shall constitute all students who have membership in the organization.
- G. Administration of Association Activities and other duties shall be conducted by the Executive Council in conjunction with committees of voluntary members form the main assembly.
- H. The line of succession in the XYZ Student Association, in the event the President is not in capacity to serve in the office, shall be the:
1. Vice-President
  2. Secretary

**ARTICLE V**            **DUTIES**

- A. **DUTIES OF THE PRESIDENT:**
1. To represent the XYZ at all functions requiring representation.

2. To preside over Executive Council and General meetings of the XYZ Association
3. To inform XYZ members of all decision reached by the Executive Council.
4. To establish committees for events set by the Executive Council.
5. To call Executive Council meetings.
6. To cast the deciding vote in the event of a tie.

**B. DUTIES OF THE VICE-PRESIDENT:**

1. To follow through with the functions of the President when the President is unavailable.

**C. DUTIES OF THE SECRETARY:**

1. To record the minutes of all meetings
2. To coordinate all correspondence and communications
3. To coordinate all promotions and publicity

**D. DUTIES OF THE ASSISTANT SECRETARY:**

1. To follow through and take control in the absence of the Secretary.

**E. DUTIES OF THE TREASURER:**

1. To receive and be in charge of the finances of the Organization.
2. To deposit in the bank all monies collected by the Organization. The President's and Secretary's signature is needed, along with the Treasurer's to withdraw money.
3. To process all invoices when presented after approval by the President or in some cases with a one-third majority of the Executive Council.
4. To submit a financial report at every monthly meeting.

**ARTICLE VI      MEETINGS**

- A. The Union should meet at least once a month to conduct business.

- B. All questions and suggestions shall be addressed to the President or the person presiding over the meeting.
- C. One person at a time will be allowed to address the chair, when recognized by the President.
- D. At every ordinary meeting (1/3) total member

**ARTICLE VII**

**FINANCES/LOCATION OF FUNDS**

- A. Both the President and Advisor (Treasurer and Advisor) must sign each check for all disbursements.

**ARTICLE VIII**

**AMENDMENTS**

- A. All amendments to this constitution shall be passed by two-third (2/3) vote of the main body present.
- B. The current edition of Robert Rules of Order shall govern anything not covered by this constitution