

# **Constitution Guidelines**

## **Clubs & Organizations – Student Life**

### **University of the Ozarks**

A constitution is the basic framework and guidelines for a club or organization. Every club or organization is required to have a constitution on file with the Office of Student Life. If a club or organization's constitution is ratified or amended during the academic year, the club or organization must submit a revised copy to the Director of Student Engagement.

#### **Items that are recommended for a constitution:**

- The name of the club or organization
- Purpose Statement - your objectives and programming should follow your goals
- Qualifications of Membership- what is required to be a member of the club or organization
- Officer positions, qualifications, elections and removal process- clearly state what is required for a member to be elected or removed
- How to amend the constitution
- How often does the club or organization meet
- Structure of the club or organization- executives, committees, duties
- Any membership due requirements
- How will general meetings will be conducted

The following is a sample constitution for clubs and organizations to use as a guideline when creating a constitution.

# Sample Registered Student Organization Constitution

## Article I: Organization Name

The name of the Organization shall be \_\_\_\_\_.

## Article II: Purpose Statement

1. It shall be the purpose of \_\_\_\_\_ (organization) to \_\_\_\_\_.
2. It shall be the mission of \_\_\_\_\_ (organization) to \_\_\_\_\_.

## Article III: Membership and Eligibility Requirements

Section A: Membership is open to any enrolled students who:

1. Are currently enrolled at the University of the Ozarks.
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Section B: Dues

1. Dues shall not exceed \$\_\_\_\_\_ per year.
2. The fiscal year of the organization shall be from June 1<sup>st</sup> to May 31<sup>st</sup>.
3. \_\_\_\_\_

### Section C: A Member may be removed for:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Section D: Membership Removal Procedures

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Article IV: Voting

Section A: A quorum will be \_\_\_\_\_.

Section B: Each member must be in good standing in the organization to vote.

Section C: Proxy voting is allowed by the following process \_\_\_\_\_

## Article V: Officers

Section A: Requirements to be eligible for the officer are:

1. Must be enrolled at the University of the Ozarks.
2. GPA requirement, must \_\_\_\_\_.
3. Must be a member of the organization for at least one semester.
4. \_\_\_\_\_.

Section B: The \_\_\_\_\_ (organization) shall have a President, Vice President, Secretary, and Treasurer. (The list of officers will change depending on the organization)

Section C: Officer must be member of \_\_\_\_\_ (organization) and must be enrolled at the University of the Ozarks full-time.

Section D: The term of office shall be \_\_\_\_\_ to \_\_\_\_\_.

Section E: Election of Officers shall be held \_\_\_\_\_. (Annually or every semester)

Section F: Removal of Officers \_\_\_\_\_.

Section G: Filling the vacancy of an officer \_\_\_\_\_.

Article VI: Duties of Officers

Section A: The President

1. The President shall be the chief executive officer.
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Section B: The Vice President

1. The Vice President shall assume the duties of the President if the office becomes vacant or in absence of the President.
2. The Vice President will be responsible for scheduling programs.
3. The Vice President will perform other duties as directed by the President.
4. \_\_\_\_\_

Section C: The Secretary

1. The Secretary is responsible for keeping the minutes during the general meeting and the executive meetings.
2. The Secretary will provide minutes to each executive member.
3. The secretary will maintain accurate records of organizational membership and record attendance at meetings
4. \_\_\_\_\_

Section D: The Treasurer

1. The Treasurer will keep an accurate record of the organizations financial transactions.
2. The Treasurer will develop timely reports to update the executive board on the financial status of the organization.
3. The Treasurer is responsible for the payment of all expenses and bills.
4. \_\_\_\_\_

Section E: The Advisor (University of the Ozarks faculty or staff member)

1. The Advisor will assist the organization in the execution of roles and responsibilities.
2. The Advisor will be a resource to the organization.
3. The Advisor will provide feedback to the organization regarding roles and responsibilities.
4. The Advisor is a non-voting member
5. The Advisor must be a full or part-time faculty or staff member at the University of the Ozarks.

Article VII: Meetings

Section A: Meeting shall occur \_\_\_\_\_ times per month.

Article VIII: Non-discrimination statement

Section A: The \_\_\_\_\_ (Organization) admits students without regard to their race, religion, color, gender, age, sexual orientation, or national or ethnic origin to all the rights, privilege, programs and other activities generally accorded or made available to members of the organization.

Current President Signature: \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date \_\_\_\_\_