

# Model Student Organization Constitution

The following outline is an example of an ideal Student Organization constitution. You should review each section and select or modify this outline to fit your organization's needs.

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## ARTICLE I

### Name of the Organization

Section I: The name of this organization shall be...

## ARTICLE II

### Purpose of the Organization

Section I: State the general purpose, focus and scope of the organization.

- a. to serve as forum for ....
- b. to promote the growth of ....
- c. to foster the continued interest in ....
- d. to provide experiences designed to develop the skills of ....
- e. to provide members with an opportunity to ....
- f. to serve the college community by ....

## ARTICLE III

### Qualifications for Membership

Section I: State qualifications for general membership (e.g. GPA, etc.)

Note the non-description clause required for student organization registration.

## ARTICLE IV

### Officers of the Organization

Section I: OFFICERS: The elected officials of this organization shall consist of: (List titles of officers - such as president, vice-president, secretary, treasurer, etc...)

Section II: TERM: *State the term of office (eg: one calendar year beginning in November, etc)*

Section III: QUALIFICATIONS: To be eligible to hold any office in this student organization, a person must:

- a. be currently enrolled at Metropolitan State College of Denver
- b. have a minimum 2.0 overall GPA
- c. be in good standing with the college
- d. have completed at least 24 college credits at MSCD (suggested)
- e. have been an active member of the organization at least one semester

Section IV: DUTIES:

a. President:

1. preside over all meetings
2. set agendas for meetings
3. appoint committees
4. vote in meetings to break ties
5. serve as the organization's official representative

b. Vice-President

1. assume the duties of the president in his/her absence
2. other duties ...

c. Secretary:

1. take minutes of the meetings
2. maintain current attendance records
3. maintain a schedule of events
4. be the official record keeper for the organization

d. Treasurer:

1. be responsible for recording / monitoring all organization funds
2. present a financial report at each meeting
3. work with the Student Organization Coordinator in all book-keeping issues

Section V: THE EXECUTIVE COMMITTEE: The Executive Committee shall consist of the elected officers. The President Shall serve as the chair of the Executive Committee, with other officers serving as the Executive Board. A simple majority vote by the Executive Committee is required to pass any business which refers to the Executive Committee.

## **ARTICLE V**

### **Elections**

#### Section I: ELECTION OF OFFICERS:

- a. outline the nomination process you desire
- b. officer elections shall take place annually, in the month of ....
- c. outline the voting process you desire:  
simple majority; absentee ballots; secret ballots; etc.
- d. officers shall be elected for a one year term beginning ....

#### Section II: VACANCY:

- a. outline the nomination process you desire
- b. officer elections shall take place annually, in the month of ....
- c. outline the voting process you desire:  
simple majority; absentee ballots; secret ballots; etc.

#### Section II: REMOVAL OF OFFICERS:

- a. outline the removal process you desire  
(remember to provide due-process for the individual in question)

## **ARTICLE VI**

### **Meetings**

#### Section I: WEEKLY MEETINGS:

- a. State when (frequency/time) the organization will meet  
State how this meeting schedule will be advertised /  
published

#### Section II: SPECIAL MEETINGS:

- a. State who has authority for calling special meetings,  
and how!

#### Section III: QUORUM:

- a. State what constitutes quorum

Section IV: ROBERTS RULES:

- a. State what parliamentary procedure will be used ...

**ARTICLE VII**  
**Faculty Advisor**

Section I: ROLE...

Section II: QUALIFICATIONS...

Section III: HOW CHOSEN...

**ARTICLE VIII**  
**Finances**

Section I: DUES...

**ARTICLE IX**  
**Amendments**

Section I: State procedures for submitting amendments to this constitution

Section II: State the provisions of notice to the club membership regarding the proposal of pending amendments to the organization constitution

**ARTICLE IX**  
**Enacting Clause**

Section I: This constitution shall become effective upon the approval of the Student Congress.

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