

Please note: This is the constitution for organizations that wish to be recognized by the Student Association (SA). In an effort to expedite the process, newly forming organizations are required to follow this Sample. A constitution that does not follow the Sample will be returned un-read, with a request for resubmission. Organizations may only alter the language in blue italics. Very few organizations will be allowed to deviate from the Sample, and even then, deviations will be limited. Using this pre-approved wording will speed up each reading of the organization's constitution. Clauses can be copied out of this document and pasted, verbatim, into a new document. Please see the *Student Activities Coordinator* for any questions or concerns.

Constitution of *Insert Organization Name*

Article I—Organization Name

The name of this organization shall be *Insert Name Here (this will be the official name, if approved)*. The organization may also refer to itself as *Insert Acronym or other reference here (if applicable)*.

Article II—Mission and Goals

Section 1: Mission

The mission of *Organization name* is to *insert the organization's mission statement. The mission statement should be clear, precise, and definitive (generally 30 words or less). Anyone who reads the mission should understand its purpose and why it is in existence. This statement is what will appear on the website, and should therefore incorporate key words that will help students searching for groups of interest.*

Section 2: Goals

Insert the organization's philosophy and/or goals here.

Section 3: Governing Authority

All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of the Student Handbook will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert's Rules of Order shall be the authority over those questions which have not been specified by University regulations or this constitution. Within this constitution, a majority shall be defined as "more than 50%."

Article III—Membership

Section 1: Membership Statement

Membership in this organization is limited to any student who is paying tuition and is currently and/or continuously enrolled at North American University. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status. Hazing will not be allowed as a condition of membership in this organization.

Section 2: Additional Membership Requirements

Organizations should create at least one legal criterion for membership, beyond being enrolled at North American University. This could include dues, attendance, and GPA, among others. Sample sentences for these types of criteria include: Members must pay dues as per Article IX; Members must attend x% of membership meetings within the current semester. Together with Article III, Section 1, these additional requirements define what it means to be an "active student member."

Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

Section 4: Voting Rights

Only active student members are eligible to vote.

Section 5: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense

prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

Section 6: Reinstatement of Membership

Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of the active student members.

Article IV—Officers

Section 1: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of the student handbook of North American University. Officers who do not meet these requirements during their term shall be resigned or removed.

Section 2: Additional Eligibility Criteria (if applicable)

Organizations may create more stringent, legal officer qualifications than those listed above. This could include prior attendance, major, and GPA, among others. This is what would be required for a member to be eligible to run for and maintain a position. The requirements of this section may be waived by a 2/3 affirmative vote of active student members, prior to nominations and elections.

Section 3: Officer Requirements (if applicable)

Organizations may create requirements of the officers, which they must maintain after installation and throughout their term. This could include attendance at meetings and monthly reports, among others.

Section 4: Titles and Duties

The officers of this organization shall include a President, Vice President, Treasurer, and Secretary, *and additional officer titles (if applicable)*. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position as per Article VI, Section 3.

The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the Student Association and Student Services and ensure that all paperwork is current.
- Be one of the signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep club advisor informed of activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Be familiar with the Student Handbook regulations as they relate to student organizations and communicate them to the organization as needed.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected President.
- Assign special projects to officers.

The Vice President shall:

- Assist the President in his/her duties.
- Assume the President's responsibilities in his/her absence.
- Coordinate all conferences.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, Club Advisor, or Student Services.
- Be one of the signers on financial documents.
- *Be responsible for collecting dues and notifying members who are delinquent in their payments.*
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the President.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain accurate list of members and their contact information.
- Prepare the organization's Roster to submit to Student Services at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
- Prepare ballots for elections.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.

The additional officer title shall (if applicable):

- *Duties of officer*
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected *officer title*.
- Assist in special projects as assigned by the President.

Section 5: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 6: Term of Office

The length of term of office shall be no longer than one year.

Article V—Selection of Officers

Section 1: Announcement of Elections

The President shall, at least one meeting prior, announce the date of the upcoming nominations and elections. He/she shall also state the eligibility criteria (as defined in Article IV, Sections 1 *and 2*) and that all active student members interested in running for an office should bring written proof of eligibility to the nominations/elections meeting.

Section 2: Nomination Process

The nomination of officers shall occur each academic year at the membership meeting held in *Determined Month*. One of the officers not running for office (preference determined by the order listed in Article IV, starting with the President) shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members. The nomination/election facilitator will not retain voting rights during the process.

Any active student member present may nominate someone or him/herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1 *and 2* as verified by the Secretary). Absentee/proxy ballots are not permitted in the nomination process.

Section 3: Election Process

The election of officers shall occur at the membership meeting held in *Determined Month*. The order of elections shall be: President, Vice President, Treasurer, and Secretary (*and additional officers, if applicable*). The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee/proxy ballots are not permitted in the election process.

The nominations/elections facilitator will tabulate all votes immediately, in the presence of the organization. A candidate shall be elected by a majority of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election. In the event of a tie, the nominations/elections facilitator shall cast a vote to break the tie.

The nominations/elections facilitator will announce the new officer and ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 3. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The nominations/elections facilitator will immediately recount all votes in the presence of the selected representatives. Once an officer is confirmed, the organization will proceed to elections for the next officer.

Section 4: Installation of Officers

Newly elected officers shall take office immediately following the membership meeting in *Determined Month* and their term will end immediately following the membership meeting the next *Determined Month the following year*. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Student Association and Student Services, via email, within 10 school days of installation.

Section 5: Re-election

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

Article VI—Officer Vacancies

Section 1: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members. The removed officer shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President (or Vice President if the President is resigning) and club advisor at least two (2) weeks in advance. Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V will take place at the next membership meeting. The officers may appoint an interim officer to serve in the vacant position until the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in *Determined Month*. A change in officer information should be reported to the Student Association and Student Services, via email, within 10 school days of the election.

Article VII—Meetings

Section 1: Membership Meetings

The membership should meet *at least once per month* during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members (unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers and organization's active student members. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 2: Officer Meetings

The officers should meet *at least twice per month* during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone. A majority vote of the officers or active student members may also call a meeting.

Section 4: Meeting Procedure

The President shall use his/her discretion as to the manner and process in which he/she presides over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.

Article VIII— Club Advisor

Section 1: Selection

The advisor shall be selected by the officers. To be eligible to serve as the advisor, the person must be a contracted North American University employee (faculty or staff), as defined by Human Resources.

Section 2: Role and Authority

The club advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and activities, as well as North American University policy and procedure. Additionally, the advisor will monitor expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

Section 3: Length of Term

The advisor has no term limit as long as he/she remains a contracted North American University employee.

Section 4: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Student Association and Student Services, via email.

Article IX—Finances

Section 1: Membership Dues

If there are no dues, state: There are no membership dues. *Otherwise, state:* Membership dues shall be \$*number* per year or \$*number* per semester. Membership dues will be collected by the Treasurer during the fall and spring semesters only. All active student members, including officers, are required to pay membership dues *if applicable*. Full or partial refunds can only be granted upon a 2/3 affirmative vote of the officers.

Section 2: Budget Approval

The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semesters. The officers and active student members must approve the budget within the first month of each semester. New expenditures, above \$30, not approved in the semester budget must be approved by a vote of the active student members.

Section 3: Financial Authority

For the protection of the organization and its officers, it is required that all monetary transactions are approved utilizing the “BA Form.” Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

Section 4: Officer Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization’s financial institution after each election. In addition, it is the outgoing Treasurer’s responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

Section 5: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization’s account shall be donated to:

Pick a charity/cause

Address

Phone

Article X – External Affiliations (if applicable)

Mention the name of any affiliation with a national, regional, or local governing body/parent/corporate organization. Discuss how the organization relates to the external affiliates, including any requirements (fees, membership, governance, etc.) of that relationship. These organizations will also need to submit a letter of support and copy of constitution/bylaws.

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and North American University.

Article XI – Committees

Committees may be formed by a vote of officers or active student members. At the time of formation, the process for committee member selection, chair selection, and committee and chair responsibilities must also be approved. Committees may be dissolved by a vote of officers or active student members.

Article XII—Publications and Advertising

Section 1: Compliance

All graphics and publicity of the organization must comply with the Student Handbook, Event Policies, Student Services and other building guidelines, and North American University as a whole.

Section 2: Approval

The Secretary and President must unanimously approve all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to submission to the Vice President of Administration. All events or initiatives utilizing funds, must display “SA Approved, Funded” on all publicity prior to the Vice President for Programming’s approval for duplication and distribution.

Article XIII—Ratification and Empowerment

Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers of the organization.

Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Association and Student Services.

Article XIV—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Student Association within two school weeks. The amendment shall not take effect until approved by the Student Association.

Article XIII-- By- Law Procedure

If any By-Laws are proposed within the organization, they should follow the guideline mentioned above (Article XII: Amendment Procedure). Again, the SGA MUST approve any decisions made by the organization.

History of Constitution

Created: *Original date of creation*

Signatures:

Revised: *Date of revision, AFTER initial constitution approval*

Signatures: