

# *How to Write a Student Organization Constitution: Requirements and Tips*

*A constitution is a founding document that provides a clear outline of the structure and mission of the organization and provides a basic set of rules that will govern the group. Its intent is to provide consistent leadership for the organization as it will be passed on to future officers.*

**\*\*Only Tier II and Tier III organizations are required to have a constitution\*\***

Use the following outline to write your organization's constitution. The items containing an asterisk (\*) are required in the constitution:

1. Formal name of the organization\*
2. Organization's purpose\*
3. Membership composition\*
4. Organization Officer Positions\*
  - a) Duties
  - b) Officer election process
  - c) Designated Committees
    1. Committee Responsibilities
    2. Committee Chairs
      - a. Duties
      - b. Appointment of Chairs
5. Organization decision making model\*
6. Meetings\*
  - a) Frequency
  - b) Structure
7. Organization Advisor\*
  - a) Appointment of UCONN faculty/staff member
  - b) Responsibilities of organization advisor
8. Organization Funds\*
  - a) Means of acquiring funds
9. Amending the Constitution\*
10. Addendums
  - a) Beneficiary addendum (for organizations with a bank account in the Student Activities Business Office)
11. Enabling Clause
12. Signature line/block
  - a) Executive Officers

*Add information to change and/or clarify your constitution to remain consistent with the organization as it changes and grows.*

# *A sample student organization constitution...*

## **Article I. Name**

The Formal name of this organization is \_\_\_\_\_.

## **Article II. Purpose**

The purpose of (organization name) shall be to foster \_\_\_\_\_ through the coordination of \_\_\_\_\_ (i.e.: awareness projects and events). (Organization name) will work toward its goals by \_\_\_\_\_.

## **Article III. Membership Composition**

Any person may attend (organization name) meetings. However, to be a member of (organization name) one must be an undergraduate or graduate student of UCONN, and pay membership dues.

## **Article IV. Organization Officers**

### **Duties**

**Chief Organization Officer (COO)** This person is the primary student contact for the organization; the “external spokesperson” of the group that regularly interacts with other student organizations and University officials. Feel free to name this officer as you like (i.e. president, editor, general manager etc.)

**Chief Financial Officer (CFO)** This person will be primarily responsible for the organization's finances. Feel free to name this officer as you like (i.e. treasurer, comptroller, bookkeeper, etc.)

**Secretary** The secretary is responsible for taking minutes at meetings and distributing them to all officers the following week.

### **Officer election process**

Organization officers will be selected by a nomination and election process. Officers shall be elected before \_\_\_\_\_ and will serve a term of \_\_\_\_\_. The time between elections and the new term shall serve as a transition period for new officers.

## **Article V. Organization Decision Making Model**

As a general rule, (name of organization) shall use (majority vote, consensus, officer vote, etc.) \_\_\_\_\_ to make its decisions.

## **Article VI. Meetings**

### **Frequency**

Meetings will be held on the first and third Wednesday of every month.

### **Structure**

The meeting will begin by being called to order by the President. Minutes will be taken by the Secretary, and distributed to the organization's officers the following week. The meeting will be ended by the President.

## **Article VII. Organization Advisor**

A full time faculty member from the Storrs University of Connecticut campus is eligible for the faculty advisor position.

The Faculty advisor will be chosen by the officers and their term will last indefinitely, with an annual reappointment.

The Advisor's duties shall include:

- A. Meeting with the organization officers on a regular basis.
- B. Attending organization meetings and activities.

The Advisor shall not have voting rights.

## **Article VIII. Organization Funds**

Means of acquiring funds will include collection of membership dues, application to USG for funding and implementation of fundraising events throughout the academic year.

## **Article IX. Amending the Constitution**

This Constitution may be amended by a two-thirds vote of all present voting members. A proposed amendment to the constitution must be submitted for voting by an officer to all officers at least one week before the biweekly meeting. Upon receiving the two-thirds vote in favor of a constitutional amendment, the organization advisor will be informed of the amendment. A revised copy of the Constitution shall be distributed to the active membership and the Department of Student Activities.

## **Article X. Beneficiary Addendum**

In the event that this organization's account remains inactive for 12 consecutive months, the following beneficiary will receive the balance of the organization's funds:

Beneficiary Name: \_\_\_\_\_ Beneficiary Address: \_\_\_\_\_

Beneficiary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Article XI. Enabling Clause**

This Constitution shall go into effect on (date) upon approval of two-thirds vote in favor by all present voting members. This Constitution shall replace and render null any and all previous constitutions, procedures, practices and precedents for this organization.

## **Article XII. Signature Line/Block**

The signatures below indicate that we, as executive officers, approve this document.

Chief Organization Officer/President's Name: \_\_\_\_\_ Date \_\_\_\_\_

Chief Financial Officer/Treasurer's Name: \_\_\_\_\_ Date \_\_\_\_\_

Secretary's Name: \_\_\_\_\_ Date \_\_\_\_\_