

UPPER IOWA UNIVERSITY
GUIDELINES FOR STUDENT CLUB AND ORGANIZATION CONSTITUTIONS

The following are general guidelines for writing a student organization constitution. The italicized wording describes what should be written in each section. These guidelines may be adapted to align with the needs of your organization, but please include all articles and sections that are pertinent to your organization.

**CONSTITUTION
OF
[NAME OF YOUR ORGANIZATION]**

ARTICLE I: NAME

Section 1. The name of this (organization/club) shall be *[name of your organization.]*

ARTICLE II: PURPOSE

Section 1. The purpose of *[name of organization]* is to *[Describe the purpose for which your organization was formed. Make sure your purpose is clear and specific.]*

ARTICLE III: AFFILIATION

Section 1. *[If your organization is affiliated with a national, state, or local organization, include a statement describing the nature of that affiliation.]*

ARTICLE IV: MEMBERSHIP

Section 1. *[Describe the qualifications for membership in your organization. For example, "Membership is open to all students currently enrolled at Upper Iowa University. Be sure to mention if membership is open to faculty and staff." Membership may also be limited (e.g. special interest, major, class, certain number of students from each class, etc.)]*

Section 2. *[Describe the procedures for selecting members. If membership is open to all students, this section may not be necessary. If members are elected, the procedure must be described here.]*

Section 3. Membership shall not be denied on the basis of race, age, sex, color, national origin, sexual orientation, or handicap.

ARTICLE V: OFFICERS

Section 1. *[List the titles of the officers in the organization (e.g. "The officers of (name of organization) shall be the President, Vice-President, Secretary, and Treasurer.). Titles of officers may vary from organization to organization.]*

Section 2. *[State the term of office (e.g. "The term of office for officers of (name of organization) shall be from the beginning of Fall Term until the end of May Term"). Terms of office may vary from organization to organization.]*

Section 3. *[Describe how the organization will fill a vacancy in an officer position. This may be by appointment or by a special election. If by appointment, indicate if the appointment must be confirmed by the officers or by the full membership of the organization. If by election, fully describe the election procedure. (e.g. "In the event of a vacancy in an officer position, the president of the organization shall appoint a person to fulfill the responsibilities for the remainder of the term of office. If the office of president is vacant, the vice-president shall assume the responsibilities of the president and appoint a new Vice President. All appointments must be confirmed by a majority vote of the members present at a regular meeting.")]*

Section 4. All officers shall be currently enrolled students at Upper Iowa University. *[Indicate any additional requirements of officers (e.g. "good standing", full-time, junior or senior, etc.).]*

Section 5. *[Describe the procedure for removing an officer.]*

Section 6. *[If your organization has an executive committee or executive board, it should be described here (e.g. The executive committee shall include the President, Vice-President, Secretary, and Treasurer. This may also be done in a separate article).]*

ARTICLE VI: DUTIES OF OFFICERS

[In separate sections describe the responsibilities of each officer. See the enclosed description of typical officer responsibilities.]

Section 1. *[The President shall preside at all meetings and be responsible for the general welfare of the committee. The President shall also...]*

Section 2. *[The Vice-President shall assume the duties of the President in his/her absence. The Vice President shall also...]*

ARTICLE VII: ELECTION OF OFFICERS

Section 1. *[Describe how officers are selected. Is there a nominating committee? Are there applications? (e.g. "Applications for all officer positions shall be available not later than the first day of April. A deadline for applications shall be set no later than the 15th day of April. A committee of the advisor, and all officers not seeking election shall interview and select new officers.")]*

Section 2. *[If elections are used to select officers, describe the election process here... Describe how members will cast their votes. Written or secret ballot? State whether the winner needs a plurality or majority of votes. If a majority is required, describe the process and timing of a run-off election.]*

ARTICLE VIII: INSTALLATION OF OFFICERS

Section 1. *[Tell when officers will take office and describe any special installation requirements or ceremonies.]*

ARTICLE IX: ADVISOR

Section 1. *[All organization advisors shall be faculty/staff members of Upper Iowa University. (e.g. "The advisor of this organization shall be a member of the faculty or staff of Upper Iowa University.")]*

ARTICLE X: MEETINGS

Section 1. *[State the frequency of regular meetings. Time and place should not be specified here.]*

Section 2. *[State who has the authority to call meetings.]*

Section 3. *[State how members shall be notified of meetings.]*

Section 4. *[State the requirement to conduct business. (e.g. A quorum of 50 percent of the registered membership shall be required to conduct official business of the organization.)]*

Section 5. *[Establish a parliamentary authority for your organization. (e.g. “The parliamentary authority of this organization shall be Robert’s Rules of Order.”)]*

Section 6. *[Specify attendance requirements, if any.]*

ARTICLE XI: COMMITTEES

Section 1. *[Identify who can name committees and committee chairpersons.]*

Section 2. *[List any regular standing committees for your organization. Include committee duties, size, etc.]*

ARTICLE XII: DUES AND FEES

Section 1. *If your organization requires members to pay dues or fees, describe the amount of the dues and when they will be collected.*

ARTICLE XIII: AMENDMENTS

Section 1. *[State who has the authority to originate an amendment. An individual? A committee?]*

Section 2. *[State how the amendment is presented. (e.g. “An amendment shall be read at the meeting preceding the vote.”)]*

Section 3. *Passage of an amendment requires a two-thirds affirmative vote of all members present at a regular meeting.*

Section 4. *[State when a passed amendment will become effective.]*