GUIDELINES FOR CONSTITUTIONS

The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the by-laws. University policies that apply to the registration of your organization are included in the outline.

PREAMBLE

This section should be a statement of the group's establishment and purpose of the Constitution. The preamble should contain the name of the organization.

ARTICLE I. NAME

Section 1. What is the exact title to be used in addressing this organization?

[Example: The name of the organization will be "Name of Organization," henceforth referred to as "Name of Organization."]

ARTICLE II. PURPOSE

Section 1. What is the purpose? Is it fostering a broad educational goal? Is it a social, cultural, spiritual, or political organization? Why was the group founded?

Section 2. This section should include a statement of the group's willingness to abide by established University policies.

ARTICLE III. MEMBERSHIP

Section 1. Who is eligible for membership? Are there any restrictions? How does one become a member? How are members identified? (If your organization plans to apply for Student Government recognition, eligibility for voting membership in the SGA is limited to undergraduate students with a 2.0 GPA or greater.)

Section 2. Voluntary withdrawal of membership may be provided for. Can a member remain in the organization if she/he fails to adhere to specific academic or social obligations? (Dues are not to be required for voting and active membership.)

Section 3. Nondiscrimination clause should be provided for and include the following: [Name of organization] does not restrict membership or discriminate on the basis of race, color, creed, sex, gender identity, gender expression, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution.

ARTICLE IV. OFFICERS

Section 1. How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Description of any standing committees should be included, probably in the by-laws. What are the duties of the faculty advisor? (One member must be stipulated as the SGA liaison, officially serving as the “SGA Senator.”)

Examples:

[ 1. An elected President (or other designated officer) will preside at all meetings of "Name of Organization." the President will maintain the power to appoint all committee chairpersons, shall present all motions to the body present and shall be present at 90% of the meetings of "Name of Organization."

2. "Name of Organization" shall also maintain a Vice President. The Vice President's duties shall be to preside at all meetings and functions that the President cannot attend.

3. Club members shall also elect a Secretary-Treasurer who will handle all dues, accounts, new members, rule observances at stated meetings, protocol, etc.

4. The role and duties of the faculty/staff advisor shall include periodically attending meetings, providing counsel to the organization’s officers, etc.

5. All officers of this organization must be currently enrolled students at Missouri Baptist University.]

ARTICLE V. OPERATIONS

Section 1. How are officers elected? What type of ballot? When are they elected (month), and for what period? Who is eligible for office? When do officers assume their positions? How are officers removed? You may wish to clarify the role of your advisor.

Example:

[1. Voting Eligibility  
Those members meeting all requirements of active membership as set forth in Article III will be granted voting privileges.

2. Election Process  
All officers shall be elected by a majority vote of eligible voting members of "Name of Organization." All elections will be held on an annual basis during the month of\_\_\_\_\_\_\_\_ with at least one week’s notice given prior to the meeting where elections are to be held.  Terms of office shall begin immediately upon adjournment of the election meeting.

The President will take nominations from the floor, the nomination process must be closed and the movement seconded. The nominated parties will be allowed to vote.

All voting shall be done by secret ballot to be collected and tabulated by the Secretary-Treasurer and one voting member of "Name of Organization," appointed by the outgoing President.

3. Removal  
Any officer of "Name of Organization" in violation of the Organization's purpose or constitution may be removed from office by the following process:

a. A written request by at least three members of the Organization presented to any Executive Board member

b. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.

c. A two –thirds (2/3) majority vote of eligible voting members present at the meeting is necessary to remove the officer. ]

ARTICLE VI. AMENDMENTS

Section 1. How are amendments to be proposed and by whom? Do you want to provide for a delay before voting on amendments? How are your amendments to be voted upon?

Example:

[1. The constitution is binding to all members of the "Name of Organization,” but amendments can be made to this constitution following this proper course:

a. Amendments to the constitution may be proposed in writing by any voting member of "Name of Organization" at any meeting at which 2/3 of the voting members is present.

b. These amendments will be placed on the agenda for the next regular or officer meeting.

c. Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of active members.]

Article VII – SGA Compliance Notification

"Name of Organization" will comply with the policies and organizational requirements of the MBU SGA, will annually submit a digital copy of its current constitution to the SGA for renewal of MBU recognition, will annually submit a copy of its budget and meeting notes to the SGA executive board, and will notify the MBU SGA of any leadership or constitutional changes within one month of "Name of Organization's" new officer elections or amendment proceedings.

BY-LAWS

(Optional)

Constitutions may also include a "Provision for By-Laws" Article or a clause pertaining to the establishment of by-laws.

The By-Laws might include some of the following items.

1) Standing committees of the organization.

2) Ad Hoc Committees of the organization which are established for a single purpose, or 1-year commitment. Such committees will be eliminated from the By-Laws once abolished or defunct.

3) Policies pertaining to the time, location of organizational meetings.

4) Election procedures, dates, terms of offices.

5) Structures/purposes of committees.

6) Policies related to finances of the organization.  How will the organization finance its activities? (The organization must submit a budget to the SGA annually.)