

Sample Constitution

The Constitution of an organization contains the rules that govern the actions and activities of the group.

The document should:

- State the purpose of the organization;
- Define the characteristics of the organization and criteria for membership; Prescribe how the group functions and identify the parliamentary procedure by which business will be conducted;
- Include all rules that the group considers so important that they (1) cannot be changed without previous notice to the members and the vote of a specified large majority (such as two thirds vote), and (2) cannot be suspended; and
- State the rights of members of the organization whether present or absent from a meeting and limitations placed on the powers of the members attending a meeting. _

NOTE: A chartered student organization's constitution must be consistent with the policies and procedures contained in the TWU Student Handbook.

Example Format for Writing a Constitution:

1. Name of the Student Organization
2. Statement of Purpose
3. Membership
 - a. Qualifications necessary for membership
 - b. Process for joining (if applicable)
 - b. Dues and collection procedures (if any)
 - c. Procedure for disciplining/removing members
4. Officers
 - a. Titles of officers
 - b. Qualifications
 - c. Duties
 - d. Procedure for removal from office
 - e. Procedure for filling a vacancy
5. Advisors

a. Qualifications for Advisors (NOTE: All student organizations must have at least one (1) on-campus advisor that is a full-time or part-time faculty or staff member.)

b. How advisors will be chosen

c. Process for changing or removing advisors

- Questions to think about: Will you have an interim advisor?

6. Elections

a. When elections will be held

b. Who is eligible to run

c. How nominations will be made

d. How elections will be held

7. Meetings and Quorum

a. How often meetings will take place

b. Percentage of members necessary to conduct business

c. Procedures for Voting

8. Finances

a. Who is responsible for handling the budget

b. How funds will be administered

c. Who has access to the bank account (its recommended that you have at least three people on your account as signers; President, Treasurer, and Advisor)

9. Committees

a. What committees will be part of the student organization

b. Procedure for appointment of committee chairs and members

10. Amendments

a. How a constitution may be amended

b. By what vote must amendments pass

11. Ratification

a. Include the date that the constitution, as it presently reads, will be in effect

NOTE: The constitution and/or bylaws should be updated every year or when needed. A new copy should be submitted to the CSD after every revision.