

# **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 \_\_\_\_\_ (ie: 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 Lawrence Technological University, 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 Lawrence Technological University 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 Engagement.

The Advisor shall not have voting rights.

### **Article VIII. Organization Funds**

Means of acquiring funds will include collection of membership dues, application to Student Government 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 bi-weekly meeting. Upon receiving the two-thirds vote in favor of a constitutional amendment, the organization advisor will be informed of the amendment.