

# Sample Constitution

Constitution of

Name of Organization

at Mount Mercy University

## Article I. Name

This organization shall be named Name of Organization at Mount Mercy University. {{INCLUDE IF APPLICABLE}} Name of Organization may also be referred to as {{ACRONYM}}.

## Article II. Statement of Purpose

### Section 1. Guiding Principles

The purpose of Name of Organization is to {{INSERT}} *This portion should briefly reflect the goals of the organization and what purpose/mission it serves a formal summary of the aims and values of the organizations (Keep to 1-2 sentences).*

### Section 2. Objectives

The objectives of Name of Organization shall be to:

1. {{INSERT AS BULLETS}}
2. *This portion should focus on specifically HOW the organization will fulfill its guiding principles.*
3. *Through meetings?*
4. *Will you host certain events annually?*

## Article III. Affiliation Statement

This organization will not be affiliated with another organization. {{OR}} This Organization shall be affiliated with {{INSERT}} *This is for organizations that are affiliated with a specific department (ex: Service and Leadership, Athletics, Student Engagement etc.) or for organizations affiliated with a national organization.*

## Article IV. Responsibility

Name of Organization shall comply with all Mount Mercy University policies and procedures, including but not limited to those policies set forth in the Good Book, The Student Organization Handbook, as well as local, state, and federal laws.

## Article V. Membership

### Section 1. General Membership

- A. Membership of Name of Organization shall be open to all Mount Mercy University students who are enrolled in one credit hour. Name of Organization shall not discriminate on the basis of race, color, sexual orientation, religion, sex, national

origin, age, physical handicap, marital status, veteran’s status, gender identity, gender expression, political affiliation, religious affiliation or any other discriminatory factor, real or perceived, in any of its policies, procedures, or practices.

## Section 2. Active Membership

- A. Active Membership in **Name of Organization** is defined as those students who **{{INSERT}}**

*Specify what it means to be ACTIVE within this organization. Make it specific to your organization and your mission statement. If attending a certain amount of meetings is a requirement, please specify what types of meetings will count towards the requirement and assign an E-board member to take attendance. Members you deem active must participate in the objects you list above. This means members are defined as those who attend X number of events, X number of general body meetings, or maybe X number of volunteer outreaches, etc. but you can define being a member in other ways as well. THE MORE DETAIL THE BETTER!*

- B. Benefits of Active Membership include the right to vote and run for Executive Board positions

*Include any other benefits your organization has for members.*

## Article VI. Executive Board/Officers

### Section 1. Positions

*Every organization must have a PRESIDENT and Vice President or Secretary, it is up to the discretion of the organization to decide whether or not they want more members on their executive board. The idea is to have someone accountable for every aspect of the organization (i.e. who is going to carry out this specific responsibly listed under the objectives of this constitution). The additional positions are suggestions and do not need to be included – cater your executive board structure to your organization. Example positions: Member Relations, Marketing, Business, Events, Community Outreach, etc.*

#### A. President

- i. The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees.
- ii. Attend Student Government Association General Assembly meetings. Relay information back and forth from SGA and **Name of Organization.**

*Every organization must have an SGA General Assembly representative. If not the president, another exec board member must be designated OR a process of selecting the designee must be stated (President shall delegate an Active Member)*

- iii. **{{INSERT ADDITIONAL RESPONSIBILITIES}}**

#### B. Vice President

- i. The Vice-President shall serve as an aide to the President and shall perform the duties of the President in her/his absence or inability to serve.
- ii. **{{INSERT ADDITIONAL RESPONSIBILITIES}}**

C. Treasurer

- A. The Treasurer shall receive all monies; shall keep an accurate record of receipts and expenditures; shall request the SGA credit card and submit check requests. The Treasurer shall present a financial statement at every meeting and at other times when requested by the President or Vice President.
- B. {{INSERT ADDITIONAL RESPONSIBILITIES}}

D. Secretary

- i. The Secretary shall record the minutes of all meetings and shall perform other duties as may be delegated.
- ii. {{INSERT ADDITIONAL RESPONSIBILITIES}}

Section 2. Eligibility Requirements

- A. Any active member who is nominated and has been active for at least two (2) full semesters is eligible to run for office. {{OR}} All active members who have been active for at least one (1) semester are eligible to run for office.
- B. Members running for executive board positions must have a 2.0 GPA {{OR HIGHER}} and be in good standing with the University.

Section 3. Length of Term

The length of the term of office for Executive Board members shall be for one (1) academic year.

Section 4. Installation

Installation of new Executive Board members will occur in the spring/fall semester and is to be facilitated by the advisor and/or exiting executive board.

Section 5. Vacancies/Succession

- A. If a vacancy occurs in the President position, the Vice President will fill it until a special election takes place for the President position at a time and place determined by the Executive Board. {{OR}} If a vacancy occurs in the President position it will be filled by the Vice President for the remainder of the semester.
- B. If a vacancy occurs in any other position, a special election will be held to fill that current position. {{OR}} If a vacancy occurs in any other position, an Active Member will be appointed to fill that position, following a vote obtaining approval from the majority of the Executive Board {{OR}} active members.

Section 6. Impeachment/Removal of Executive Board

*Sample example of impeachment/removal process:*

- A. Petition  
A unanimous decision of the Executive Board must agree or two-thirds (2/3) of active members must sign a petition to ask for impeachment of executive board member.

B. Process

Active members, the Executive Board, Advisor, and the Executive Board member being impeached must be notified at least two (2) weeks in advance of the impeachment hearing. The impeachment hearing must occur while classes are in session during the semester.

C. Hearings

The moderator of the impeachment hearing will be the Advisor and, if need be, an SGA executive board member can conduct/facilitate the impeachment hearing as well. Three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. Each side will be given the opportunity to present their case and the active members may ask questions. A two-thirds (2/3) vote of Active members present is needed for conviction and removal.

Section 7. Resignation of Office

In the event that an executive board member is unable to comply with the duties as assigned, a formal letter of resignation must be submitted, two (2) weeks prior to the last day of service. The member must address the letter to the President, carbon copying the Advisor. In the event the committee member resigning is the President, the letter is addressed to the Vice President of the organization. An exit interview moderated by the Advisor must be held the week the committee member is departing. During the committee member's last meeting he/she will officially announce their resignation.

**Article VII. Elections**

Section 1. Timeline

Annual election of **Name of Organization** Executive Board shall occur during the **spring/fall** semester at a time and placed determined by the Executive Board.

Section 2. Procedures

A. Facilitation

The Advisor and a non-returning Executive Board Member or a non-running active member appointed by the Executive Board will facilitate the elections. This appointed member is to remain neutral and relinquishes his or her right to vote. The Advisor must be present at the elections in order for the elections procedures to be viewed as valid.

B. Eligibility

Any active member who is nominated and has been active for at least two (2) full semesters is eligible to run for office. **{{OR}}** All active members who have been active for at least one (1) semester are eligible to run for office. **{{MUST MATCH TEXT FROM Article VI, Section 2}}**

C. Nominations

- i. Nominations for executive board positions shall be opened no later than four (4) weeks prior to the election. **{{OR}}** Nominations for the Executive

- Board will take place in a general member meeting at least one (1) week prior to Elections.
- ii. Candidates for the executive board must be nominated by an active member of the organization. Candidates may not nominate themselves. **{{OR}}** Candidates may nominate themselves.
  - iii. To be placed in the elections ballot each nomination must be seconded. **{{OR}}** Nominations do not have to be seconded to be placed in the elections ballot.
  - iv. Candidates may be nominated for more than a single office, however, once elected to a position their name shall be removed from consideration for any subsequent office. **{{OR}}** Candidates may only be nominated for one position.
  - v. The nominee must accept their nomination either in person, or in writing to the Facilitator, by a time and date determined by the current Executive Board.
  - vi. Current nomination lists shall be sent to organization members no later than one (1) week prior to the election. **{{OR}}** Current nomination lists shall be sent to organization members no later than one (1) day prior to elections taking place.

#### D. Voting

- i. Only active members have the right to vote.
- ii. The sequence of voting for Executive Board will be in the same order as the positions are listed in Article IV, Section 1.
- iii. A candidate for office need not be present at the Election. If a candidate cannot be present at the election, he/she may have a facilitator present on their behalf. **{{OR}}** Candidates must be present at the election in order for it to be valid. The position to be voted on will be announced and all the candidates for said position will be presented to the Active Members.
- iv. The position to be voted on will be announced and all the candidates for said position will be presented to the Active Members. The candidates will then exit the room. **{{OR}}** The position to be voted on will be announced and all the candidates for said position will be presented to the Active Members. Candidates will remain in the room.
- v. One Candidate at a time will return to the room to give a brief speech followed by questions from the active members present. Time limits for speech and question shall be determined by the executive board. **{{OR}}** Candidates will be allowed to give a timed presentation on their platform and why they feel they should be elected to a specific position.
- vi. After all Candidates for said position have presented before the active members present, voting for that position will occur.
- vii. Candidates will be asked to leave the room during the voting. Candidates who are also voting shall be permitted to cast votes in writing prior to the vote.

- viii. Executive board members shall be elected by a majority of voting members present at the election meeting provided quorum is met. Quorum is defined as \_\_\_% of active membership. If more than two candidates are running for any office, successive votes shall be taken until one candidate receives a majority vote. In successive votes, the candidate receiving the fewest votes shall be eliminated. {{OR}} Candidate with the majority vote wins. In case a candidate does not receive a majority; successive votes shall be taken until one candidate receives a majority vote. {{OR}} Candidate will be elected by popular vote of the Active Members present provided that quorum is met. Quorum is defined as \_\_\_% of active membership.
- ix. The candidate(s) that did not win may choose to roll down his or her nomination to the next elected position up for election.

### **Article VIII. Committees**

#### Section 1. Standing Committees

There are no standing committees at this time. {{OR INSERT HERE}}

*Example of committees are Events, Marketing, etc.*

#### Section 2. Special Committees

Special Committees may be appointed at the discretion of the Executive Board.

### **Article IX. Advisor**

The Advisor of Name of Organization shall be a full-time faculty, administrator, or staff member at Mount Mercy University. This individual is responsible for meeting with executive board members, assuring that event logistics are coordinated, as well as being present at annual elections.

### **Article X. Meetings**

#### Section 1. General

General member meetings will be held at least {{INSERT}}.

#### Section 2. Executive Board

Executive Board meetings will be held at least {{INSERT}}.

#### Section 3. Special

Special meetings will be held at the discretion of the Executive Board.

### **Article XI. Discipline**

#### Section 1. Reason

Misrepresentation of the organization or behavior that is detrimental to its guiding principles and/or objectives.

#### Section 2. Process

A mandatory meeting between the member being disciplined, the advisor, and the President shall be held at a time and place agreed upon by all parties involved.

### Section 3. Consequences

Based on the severity of the action, the member will be disciplined accordingly. Sanctions will be determined during the mandatory meeting by the President, with the approval of the Advisor, with the most severe form of discipline being the revocation of Active membership status.

## **Article XII. Amendments to the Constitution**

### Section 1. Submission

Amendments to this constitution shall be submitted to the Executive Board in writing.

### Section 2. Process

- A. 100% of the Executive Board must be in agreement for adoption of the amendment.
- B. If 100% of the Executive Board is not in agreement, a vote of Active membership must occur.
  - i. Notification of changes to the constitution must be made at least two (2) weeks before voting occurs.
  - ii. Three-quarters (3/4) of the Active membership is needed before voting can occur. A two-thirds (2/3) vote of Active members present is needed for the adoption of the amendment.

### Section 3. Final Approval

Amendments must be presented to the Committee on Student Organizations for approval prior to implementation. The amendment is not final until an updated constitution is submitted and approved.

## **Article XIII. Dissolution of the Organization**

### Section 1. Process

Name of Organization may be dissolved after dissolution is approved by the Executive Board and by a vote of three-quarters (3/4) of Active members, provided that a notice of the vote on dissolution is furnished to all Active members at least sixty (60) days prior to the vote.

### Section 2. Obligations

Upon dissolution, the Executive Board will utilize assets of the organization to pay all obligations and expenses of the organization.

### Section 3. Approval

Notice of dissolution must be presented in writing to the Chair and Advisor of the Committee on Student Organizations and must include reason of dissolution.

**Date last updated and approved:** Month Day, Year

*List the date that the constitution was last voted on and make sure to upload the most up to date version of your constitution during the Registration process each semester.*