

Sample Constitution

This document is meant to be used as a guide to create a constitution for any student organization affiliated with the University of Tulsa. This is meant to be a guide to understand the elements that should be incorporated into your organization's constitution. There may be sections that may not be relevant to your organization; this is for the members of your organization to decide. If you need any assistance, please feel free to contact us at sa@utulsa.edu.

Name of your Organization or Association

Constitution

ARTICLE I - NAME

The official name is to be _____

ARTICLE II - PURPOSE

The purpose of this organization/association (choose one) is

- (1) To promote the cultural and scholastic exchange between United States and students from name of country; or
- (2) To provide services and camaraderie between the students of the organization/association (choose one); or
- (3) The purpose shall be the advancement and dissemination of the theory and practice of _____; or
- (4) The purpose shall be to promote awareness of traditional _____ culture; or
- (5) To build strong social and educational ties and foster excellence and high academic achievements among its members; or
- (6) To provide members the opportunities to meet _____ professionals through lectures, meetings, and/or discussions with professionals in their chosen fields; etc.

ARTICLE III - MEMBERSHIP

- (1) Active membership shall be limited to students officially connected with the University as undergraduate students; or
- (2) All members of the University will be welcomed and accepted; or
- (3) Membership shall be limited to students officially enrolled in the school of _____; or etc.
- (4) A member in good standing shall be defined as _____.

ARTICLE IV - OFFICERS

- (1) The officers shall consist of a duly elected president, vice-president, treasurer, and secretary; or
- (2) The organization shall be led by a five member council, each of whom shall serve as a committee chair. One member shall represent the organization at all Presidents' Club Dinners, etc., or
- (3) The executive board shall consist of the president, vice-president, treasurer, and secretary; or
- (4) All elected officers of the organization/association (choose one) shall serve a term of year; or
- (5) The faculty advisor shall be chosen by the executive board and may serve more than one term of office (this is advised to allow for smoother transition from one year to the next); or
- (6) Elections shall be held in the first part of each spring semester and the newly elected officers shall assume their positions at the next regularly scheduled organization/association (choose one) meeting (SOC/FAC allocations take place in the last half of the spring semester for the following academic year. Having your officers in place before the allocation process starts is advised for the success of the organization/association from year to year); etc.

ARTICLE V - DUTIES OF OFFICERS

- (1) The president shall call and preside at meeting of the organization/association (choose one), determine that all duties of the other officers are performed in accordance with the constitution, and promote the function and purpose of the organization/association (choose one); etc.
- (2) The vice-president shall assist the president in the performance of his/her duties and act on their behalf and assume their responsibilities upon the absence of the president; etc.
- (3) The treasurer shall collect the revenues owed the organization/association (choose one) and maintain appropriate record in accordance with the SOC/FAC guidelines for organizations; etc.
- (4) The secretary shall record the minutes of regular and special meetings as well as all meetings of the executive board; etc.
- (5) An officer may be removed for non-performance of his/her duties by a 2/3rd majority vote of the organization/association that has a quorum; etc.

ARTICLE VI - MEETINGS

- (1) There shall be at least _____ meetings during each semester of an academic year; or
- (2) Meetings shall occur on a monthly basis at a time selected by the membership at large;
- (3) Meetings of the executive board shall be held as required to conduct necessary business of the organization/association (choose one); etc.

ARTICLE VII - VOTING

- (1) All members in good standing are eligible to vote with the exception of the president, who shall cast his/her vote in the event of a tie; etc.
- (2) Voting shall only take place when quorum has been met.
 - (a) Quorum shall be defined as ____ (this is usually a fraction or percentage) of membership.

ARTICLE VIII - ELECTIONS

- (1) Regular elections shall be held during the middle of the spring semester.
 - (a) Nominations for officer shall be submitted to the Secretary at least ____ days/weeks/months (choose one) prior to the election.
 - (b) Votes shall be counted by a member in good standing who is not running for an officer position.
 - (c) The new officers shall take office _____ (ex. the beginning of fall semester, immediately, etc.)
- (2) Special elections shall take place in the event of an officer is unable or unwilling to complete his or her term of office.
 - (a) The president shall be responsible for calling a special election.
 - (b) This shall be arranged as soon as feasible.

ARTICLE IX - AMENDMENTS

The constitution may be amended by a 2/3 vote of quorum. The changes to the constitution must be submitted at a meeting previous to the night of voting. (This will assure all membership a chance to review the changes and be present for the vote.)

ARTICLE X - DUES

The amount of dues shall be determined within ____ days/weeks/months (choose one) of the beginning of the fall semester. This shall be determined by a vote of the members in good standing.

These are only recommendations for you to consideration. Your constitution should be tailored to your organization. If your group is a local chapter of a national or international organization, you may choose to submit their constitution, but in doing so, be sure to include local by-laws that will determine your local organization's meeting times, etc.
Good luck!!