

MODEL CONSTITUTION FOR STUDENT ORGANIZATIONS

PREAMBLE

State the purpose and aim of the organization. *It shall be the purpose of (name of organization) to (identify the purpose).*

Article I - Name

- Section 1 The name of this organization shall be (provide complete, official name, specify and variations on the name which the organization might use the business it conducts).
- Section 2 Identify, if any, affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.

Article II - Membership

- Section 1 (List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated).

Note: Membership in a registered student organization is limited to students enrolled for at least one (1) semester hour of credit at Aurora University. Members must be part of the Aurora University community. This must be stated in this section.

Note: Membership must be extended to all students without regard to race, color, creed, or religion, orientation, sex, national origin, age, or physical or mental handicap. This must be stated within Article II, section 1.

Article III - Officers

- Section 1 The officers of this organization shall consist of: (state the number of officers, their titles, and their general duties and responsibilities. Officers must be Aurora University students only.).
- Section 2 Qualifications for each office, if any.
- Section 3 Term of office. (state the period of time that the office will be held).
- Section 4 Provisions for removal of an officer.

Article IV - Executive Council / Board of Directors

- Section 1 State the make-up of the Executive Committee, Board of Directors, or council; the method of selection; terms of office; and its general duties and responsibilities. A provision for filling vacancies may also be included in a section under this article.

Article V - Elections

Section 1 How and when election of officers shall be held (state the method and frequency of elections; specify who is eligible to vote and all qualifications, requirements, or other conditions that members must meet before becoming candidates for office).

Article VI - Meetings

Section 1 Regular meetings of this organization shall be held (state the number members required to be present at a meeting in order to conduct the organization's business; i.e. a quorum, which is usually a simple majority).

Section 2 (state by what rules of order or procedure the meetings of the organization shall be conducted. Cite the specific source or authority to be used in deciding questions of parliamentary procedure).

Article VII - Advisors

Section 1 There shall be (1, 2, or more) faculty/staff advisors who shall be members ex officio with no voting privileges.

Note: Aurora University requires each registered student organization to have a full time faculty or professional staff person as an advisor for a registered student organization and an advisor agreement form on file. Contact the Office of Student Activities for more information.

Section 2 Method of selecting advisor.

Section 3 Duties or responsibilities of advisor.

Note: Aurora University requires all advisors to adhere to the Advisor Contract found in the Office of Student Activities. Each year, the advisor must resign this contract and it must be on file in the OSA.

Section 3 Provisions for the removal of the advisor.

Article VIII - Amendments

Section 1 The constitution may be amended by a vote of (be specific - include any requirements for the form or manner in which the amendment is written; any limitations for the presentation or ratification of an amendment; and what margin of votes an amendment shall be required to receive for passage).