

The Constitution of [Insert organization name]

Article I – Name of Organization

The name of the organization shall be [Insert organization name].

Article II – Purpose, Aims, and/or Objectives

The purpose of [Insert organization name] shall be [Include a complete statement of purpose here. Briefly describe any activities and programs that will be sponsored by the organization and are expected to fulfill the organization's stated objectives. The purpose of the organization should also be related to the promotion of personal development and intellectual growth and should support and strengthen, not conflict with, the mission, goals, and policies of John Carroll University.]

Article III – Membership

Section 1: Regular Membership. The membership of this organization shall consist of regularly enrolled undergraduate students of John Carroll University. [If needed, you may further qualify by any specific skills, GPA requirements, or interests a member should have.]

Section 2: Non-discrimination clause. Consistent with all applicable federal and state laws and University policies, participation in a student organization or activity may not be refused to any individual based on color, race, age, religion, sex, national origin, marital status, disability, sexual orientation, or any other illegal basis. Social fraternities and sororities may restrict membership on the basis of gender.

Section 3: Dues. [If members of your organization pay dues, include information regarding how your organization determines the amount of dues, when dues should be paid, and what percentage of members would be needed to increase the dues.]

Article IV – Officers

Section 1: Officers of the organization shall be as follows:

President. [Include titles, terms of office (should be 2 semesters), duties, etc. All organizations must have a President. Organizations should have the necessary officers to run the organization and conduct business effectively and efficiently, but not so many that they become cumbersome and trivial.]

Financial Officer. [Include titles, terms of office (should be 2 semesters), duties, etc. All organizations must have a Financial Officer.]

[Other positions]. [Organizations should have the necessary officers to run the organization and conduct business effectively and efficiently, but not so many that they become cumbersome and trivial. Only a President and Financial Officer are required, however the duties of the Financial Officer can be incorporated into the responsibilities of another officer.]

- Section 2: Election of Officers. *[Include how officers are elected/selected (usually through self-nominations), method of nominations (usually 2/3s vote or majority vote), and how balloting is used (usually write-in ballots). Elections occur at the end of Fall semester in November or December unless there is a special circumstance that requires them to be in the Spring.]* The Executive Board of the student organization must be elected in November or December for the following calendar year. All officer changes and transitions must be immediately reported to the Office of Student Engagement.
- Section 3: Officers shall take office on the first day of classes of the spring semester and shall serve for a period of one full academic year (two semesters).
- Section 4: Officers shall not be on academic or university disciplinary probation at the time of their election and throughout their term in office.

Article V – Removal of Officers

- Section 1: Officers failing to fulfill their given responsibilities and duties may be removed by the active organization.
- Section 2: The removal of an officer requires a majority vote of two-thirds of the organization members following notification of the officer in question. Such notification shall be provided in writing no less than seven days prior to the vote.

Article VI – Meetings

- Section 1: A regularly scheduled general meeting shall be held at least *[specify an amount which is at least once a semester]*. Additional meetings may be called by the officers when the need arises.
- Section 2: A quorum shall consist of *[a simple majority of or two-thirds of]* voting members present at any regular or special meeting to conduct official business. *[A quorum is defined as the number of members or percentage of total membership to be present at a meeting in order to conduct the official business of the organization.]*
- Section 3: A quorum shall be present in order for any official business to be conducted. Official business shall include the election of officers, setting of dues, and any other major decisions.

Article VII – Advisor

- Section 1: Method of selecting advisor. Advisors for student organizations shall be selected from among active full-time employees of John Carroll University, including faculty, staff, or administrators. Graduate students, graduate assistants, and resident ministers are not permitted to serve as the advisor for a student organization.
- Section 2: A person may not advise more than three student organizations.
- Section 3: The advisor must take an active role in assessing the needs of the organization as defined by the organization's constitution.

Section 4: *[List specific duties or responsibilities of the advisor.]* Finally, the advisor will act as a liaison between the Office of Student Engagement and *[Insert organization name]*.

Article VIII – Standing Committees *[If needed]*

Section 1: Standing committees *[Include composition, appointment, function, powers, and duties of the committees, some examples are membership, financing, and publicity.]*

Section 2: Appointment of committees will be determined by the *[either president, chairperson, or council.]*

Article IX – Affiliation *[If needed]*

Section 1: *[If your organization has any national, state, or local affiliation, include that information here. At minimum, have the affiliation's mission statement and office location.]*

Section 2: This organization shall be affiliated with *[insert name of national, state, or local organization]* and shall abide by its constitution and by-laws in all cases where there is not conflict between its constitution and by-laws and this constitution and/or the rules, regulations, or policies of John Carroll University. In instances of conflict, this constitution and/or the rules, regulations, and policies of John Carroll University shall take precedence over the constitution or by-laws of *[insert name of affiliation]*.

Article X – Method of Amending Constitution

Section 1: All amendments to this constitution require notice of *[specify time, usually one week]* prior to being discussed and voted upon.

Section 2: The constitution may be amended by a vote of *[two-thirds or three-quarters]* majority membership at any regular or special meeting.

Article XI – Copies of Constitution

Section 1: Copies of this constitution shall be made available to anyone upon request.

Section 2: The President of the *[Insert organization name]* will always possess a copy of this constitution.

Section 3: Copies of this constitution will be available in the Office of Student Engagement and will be stored in the Office of Student Engagement.

Article XII – Amendments

Last amended on *[Insert date]*.