

The purpose of a constitution is to establish the structure by which the organization can function in a smooth and orderly fashion. Topics such as membership, discipline, purpose, officers, etc. must be included, but it is up to each organization to structure itself in these areas. The following is only a sample constitution to be used as a guide.

## Sample Constitution

Date Created: \_\_\_\_\_

### PREAMBLE

We, the members of this organization, do ordain this constitution of \_\_\_\_\_, of Illinois Institute of Technology, Chicago, Illinois, as the constitution for the members of the \_\_\_\_\_.

### Article I-Name

The name of this Organization shall be \_\_\_\_\_ here after referred to as \_\_\_\_\_.

### Article II-Purpose

The purpose of this organization shall be to \_\_\_\_\_. (e.g. promote, organize, manage, direct, assist, recognize, produce, etc.)

### Article III-Membership

Section 1. **(This statement must appear as follows):** Membership shall not be discriminated upon based on race, color, religion, national origin, gender, sexual orientation, age, physical ability, veteran status and/or economic status.

Section 2. The membership of this organization shall consist of (full-time or part-time) undergraduate, graduate, and Vandercook students.

Section 3. Eligibility requirements: (G.P.A., qualifications, methods of selection)

### Article IV-Officers

Section 1. The officers of this organization shall be (president/chairperson, vice president(s), secretary(ies), treasurer, etc.)

Section 2. Qualifications for each office (G.P.A. requirements, year in school, any other pertinent qualifications).

Section 3. Term of office.

Section 4. Duties of officers.

Section 5. Provisions for removal of officers.

Section 6. Provisions for replacement of officers.

#### Article V-Meetings

Section 1. Regular meetings of this organization shall be held (monthly, semi-monthly, weekly, semi-weekly).

Section 2. Special meetings may be called at any time by (state procedure for calling a special meeting).

Section 3. A quorum shall consist of \_\_\_\_\_ (percentage or number of members) at any regular or special meeting, etc.

#### Article VI-Elections

Section 1. Election of officers shall be held \_\_\_\_\_.

Section 2. Who may vote, how many may vote, proxy votes, etc.

Section 3. Notice of election or appointment.

#### Article VII-Executive Authority

Section 1. The executive authority of this organization shall be invested in a (Board of Directors, Committee, Executive Board, Advisory Council, etc.)

Section 2. The \_\_\_\_\_ shall consist of \_\_\_\_\_.

Section 3. Powers and duties.

Section 4. Reporting to membership.

#### Article VIII-Advisor(s)

Section 1. There shall be, at least, one advisor, who shall be an ex-officio member with/without voting privileges.

Section 2. Method of selecting advisor.

Section 3. Duties/responsibilities of advisors.

#### Article IX-Committee(s)

Section 1. Standing Committees (composition, appointment, membership, function, powers, duties, etc.)

Section 2. Appointment of committees (by president/chairperson, executive body, etc.)

#### Article X-Dues

The dues of this Organization shall be \$\_\_\_\_\_ per (year, semester, etc.) as determined by \_\_\_\_\_.

#### Article XI-Amendments

Section 1. This constitution may be amended by (2/3, 3/4, of membership. Amendments must be by vote at a later meeting.)

Section 2. Provisions for advance notice of amendment.

#### Article XII-Dissolution

Section 1. Upon the dissolution of this organization, (funds, responsibilities, etc.) shall be handed over to \_\_\_\_\_.

Section 2. All items purchased with University funds shall be given back to the University.

Section 3. The president/chairperson shall be responsible for carrying out these directives.

#### Article XIII-Statement of Non-Hazing **(\*must be included and stated exactly as found here)**

This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

#### Article XIV-Statement of Compliance with Campus Regulations **(\*must be included and stated exactly as found here)**

This organization shall comply with all university and campus policies and regulations. This organization shall also comply with all local, state, and federal laws.