**CONSTITUTION**

*Writing an organization constitution is a new skill for many. The SOuRCe is here to aid in your learning on this process and to help you establish the best working document for your proposed group. While no two organizations will have the same details, all constitutions at The University of Akron must have the same criteria. The template is meant to serve as a guide for you as you work through, with the help of your fellow officers and Campus Advisors, building the framework for your new group.*

**Start Here: The Purpose of a Constitution**

The constitution is your formal, governing document that denotes in writing the exact procedures for operating your organization. Drafting this document involves making important and sustainable decisions about how your organization will navigate and uphold policy and procedure. It is important to think long term when drafting your constitution, thinking about what is in the best interest of the organizations longevity, not the desires of one individual. When issues arise, the constitution is the first point of reference in order to answer your question. If an issue rises to the level of the administration at The University of Akron, this will be the document used to interpret policy, answer a question, or resolve an issue.

**Constitution Guidelines:**

* All of the **black** text should not be altered - please leave the exact wording, spelling, formatting, etc.
* The gold text are examples/helpful hints on what should be denoted in the section
* It is important for your constitution to withstand the test of time. Please refrain from including information that may change over the years, such as a specific amount for dues, specific meeting times, or specific dates for elections.

**Reviewing your Constitution:**

* Make sure that all of the text is **black**, Segoe UI, size 11 font
* Delete all of the gold text before submitting your completed document to the SOuRCe.
* If your organization has an approved logo, please feel free to add it to the top of the first page.
* Review for grammar/spelling errors.
* Delete this cover page before submitting your final draft

**The Constitution of**

**[ORGANIZATION’S NAME]**

**at The University of Akron**

**ARTICLE I – NAME**

**A. The official name of this organization shall be:**

*[Note: The University of Akron cannot be before your organization’s name. If your organization’s activities are governed by the rules/policies of a regional/national organization, please indicate that affiliation/relationship by adding, “This organization is an affiliate of \_\_\_\_\_\_\_\_\_\_\_.”]*

**ARTICLE II – PURPOSE**

**A.** [The purpose of the group should be stated in a single, comprehensive, yet concise, sentence. This statement can be similar to a mission statement. Lettered subparagraphs should be used in the case that parts of the purpose need explanation. State the purpose and activities of your organization in a way that will be easily understood by individuals who may not be familiar with your organization.]

**ARTICLE III – MEMBERSHIP**

**A. Those eligible for membership are currently enrolled as** [undergraduate students, graduate students, or both undergraduate and graduate students]**students (except 60+ program and post-secondary) at The University of Akron and must be in good standing with the university, defined as:**

1. At least a 2.0 GPA *[Note: Graduate student organization members must have at least a 3.0 GPA. If your organization wishes to have a higher GPA requirement, please denote that here]*

2. Being clear of academic probation or suspension.

3. Being clear of disciplinary probation or suspension.

4. Being clear of unsatisfied financial obligations to the university.

5. Being in good standing as defined by the student's academic college or program.

**B. Membership will consist of the following duties and roles:**

1.

2.

3.

[Ex: Specify if your organization plans on having voting, nonvoting, or associate members; define the duties/roles for each type of membership].

**C. Membership will be revoked by the organization under the following situations:**

1.

2.

*[Note: Membership is typically revoked upon failure to pay dues, if any exist; failure to remain in good standing with The University of Akron; or failure to abide by the constitution’s stated purpose].*

**ARTICLE IV – OFFICERS**

**A. Officer Positions in this organization include:**

1. President (required by university)

2. Vice President (required by university)

3. Treasurer (required by university)

4. *(Any additional officers may be added)*

**B. The powers and duties of the officers shall be:**

1. President

a. Serve as the main contact with the University and its officers

b. (Duty)

c. (Duty)

d. (Duty)

2. Vice President

a. (Duty)

b. (Duty)

c. (Duty)

3. Treasurer

a. (Duty)

b. (Duty)

c. (Duty)

**C. Election of officers.**

1. To qualify to be an officer a student must:

a.

b.

*[Note: briefly describe officer qualifications/credentials. For example, a student must have been a member of the organization for one semester before assuming an officer role].*

2. Nomination of officers will be conducted by:

a.

b.

*[Note: Options include but are not limited to: from the floor, by ballot, etc.]*

3. The election and/or selection process to be used will be:

 a.

b.

*[Note: options include, but are not limited to: voting for each office following nominations, a single ballot listing positions and nominees, etc.]*

4. The candidate(s) receiving the most amount of votes will be declared the winner and will take office on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ex: first day of the fall/spring semester)

5. The term(s) of office shall be from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ex: fall/spring semester) until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ex: fall/spring semester). *Most organizations designate an officer term as one academic year.*

**D. Vacancies. Should vacancies occur before the completion of a term of office, the vacancy will be filled in the following manner:**

1.

2.

*[Note: describe vacancy process. For example, a special election will be held within one week of the vacancy, following the process stated in Article IV, Section C. \*Please set time frame for vacancies to be filled\*]*

**E. Removal by Impeachment. Charges can be brought against any officer for the following reasons:**

1.

2.

*[Note: Examples include: Failure to pay dues, academic misconduct, failure to remain in good standing with the university.]*

**F. Impeachment proceedings.**

Impeachment may be enacted upon a 2/3 vote consisting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ex: all active members, officers, etc.). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ex: all active members, officers, etc.).

*[Note: For an impeachment procedure to be activated, usually a 2/3 vote of the active membership, or quorum, must occur.]*

**G. If an impeachment proceeding is voted to occur, the following procedures will be followed:**

1.

2.

*[Note: Utilization of the following steps is suggested: (1) The officer in question shall be notified of the charges in writing, (2) A special meeting is set up to discuss the charges where all parties are allowed to respond, (3) If a decision is made to proceed, a vote should be taken by the membership where a ¾ vote is necessary for removal of the officer (4) The group will select the replacement in correspondence with Article IV, Section D.]*

**ARTICLE V – ORGANIZATIONAL STRUCTURE**

**A. The Executive Committee shall consist of the following officers:**

1.

2.

*[Note: The Executive Committee generally consists of the President, Vice President, Treasurer, and any additional officers.]*

**B. The Executive Committee’s duties shall be to:**

1.

2.

3.

C. Other committees of the organization and their duties shall be: (Optional)

1. Name of committee

a. Duties of committee here

**ARTICLE VI – CAMPUS ADVISOR**

**A. In order to qualify to be the Campus Advisor, the individual must have an HR status of full-time faculty or contract professional at The University of Akron. Final approval of the Campus Advisor will rest with the Department of Student Life. Other requirements are:**

1.

2.

*[Note: The group should list its expectations and any additional qualifications. For example, the Campus Advisor must be willing to sign off on necessary paperwork. The organization cannot limit the Campus Advisor to a specific college/department].*

**B**. **The Campus Advisor shall be selected by:**

1.

2.

**C. The term of office for the Campus Advisor will be from** [ex: fall/spring semester] **until** [ex: fall/spring semester].

**D. In the event that the Campus Advisor fails to meet the organization’s requirements outlined in Article VI, Section A., the following procedure shall be taken for removal of office:**

1. The Executive Board shall notify the organization at a meeting consisting of at least two-thirds (2/3) of all active members.

2. The membership will hold a vote of confidence for the Campus Advisor.

i. All members shall vote either “Confidence” or “No Confidence”

3. If the Campus Advisor receives a vote of “No Confidence” from two-thirds (2/3) of the membership, the Campus Advisor will be notified in writing and shall be removed from advising the organization.

4. If deemed necessary, a Campus Advisor may also be removed at the discretion of the Executive Director, Student Union, or their designee.

**E. In the event of a vacancy within the position of Campus Advisor, it is the responsibility of the organization to appoint a new Campus Advisor within five (5) business days. No business shall be conducted until a new Campus Advisor has been appointed and approved through the Department of Student Life (via RooConnect) or before conducting business.**

**ARTICLE VII – RULES OR ORGANIZATIONAL PROCEDURES**

**A. Attendance policy for members shall be:**

1.

*[Note: If you have an attendance policy, note the amount of meetings required for members to attend. For example, members must attend half of the organization meetings. If you have no attendance policy, write, “There is no attendance policy.”]*

**B. Organizational meetings shall be held:**

1.

2.

*[Note: Denote how often your organization meetings will be held. For example, weekly, bi-monthly, monthly, etc.]*

**C. In order to conduct business, a quorum shall consist of:**

1.

*[Note: A quorum is required for all meetings and is the minimum number of members who must be present in order for an organization to “legally” conduct business. The quorum should be as large a number of members as can reasonably be depended on to be present at any meeting. A common specification for a quorum is ¾ of the total membership.]*

**D. In the event of conflict concerning proper rules of procedure, Robert’s Rules of Order will serve as the recognized authority.**

**ARTICLE VIII – FINANCE**

**A. Dues for membership to the organization shall be:**

1.

*[Note: This should reference the date fees will be due, such as third week of the new semester, within 2 meetings, etc., not the specific amount due. Dues are not a requirement for student organizations. If you do not have dues, write, “No dues.”]*

**B. Other sources of organizational funding, besides university funding, shall be:**

1.

*[Note: Examples include donations, fundraising, etc.]*

**C. The organization shall manage its own finances in accordance with the rules and regulations prescribed by The University of Akron. Registered student organizations, with the exception of those under the Office of Fraternity and Sorority Life Programs, are not permitted to have outside accounts, other than the provided UAF/EAF and SAF accounts which are administered by the Department of Student Life and the SOuRCe.**

**ARTICLE IX – AMENDMENTS**

**A. The following process must be followed to amend this constitution:**

1.

2.

*[Note: Utilization of the following steps is suggested: (1) Any proposed amendment(s) must be presented in writing to the membership, (2) discussion should occur at a full meeting, (3) a vote for acceptance shall occur at the following meeting, (4) the amendment(s) shall become part of the constitution upon a 2/3 vote.]*

**ARTICLE X – NONDISCRIMINATION CLAUSE**

It is the policy of this institution that there shall be no unlawful discrimination against any individual in employment or in its programs or activities at the university of Akron because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, disability, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, military status, genetic information, or status as a veteran. The university of Akron prohibits sexual harassment of any form in all aspects of employment and in its programs and activities and prohibits discrimination on the basis of sexual and racial or ethnic orientation in employment and admissions. See UA Board Rule 3359-38-01 (A2).

**ARTICLE XI – STUDENT LIFE CLAUSE**

[Name of Organization] shall maintain a current registration form, including a list of officers, their addresses, the name of the Campus Advisor, and the most recently amended constitution with the Department of Student Life via RooConnect.