

TIPS ON DEVELOPING OR REVISING YOUR  
STUDENT ORGANIZATION'S CONSTITUTION AT

# UNIVERSITY OF DALLAS

This handy resource has been prepared to help new student organizations seeking registration status to develop their own constitutions. Other student groups who need and want to revise their constitutions may also utilize it. This format contains many aspects that aid in the successful operation of a student organization, and that are required by UD policy.

Once your draft is complete make sure the document is clear, concise, without errors and something your organization would be proud to have in their file in the Office of Student Activities at the University of Dallas.

## CONSTITUTION Of

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At the University of Dallas

### ARTICLE I NAME

The official name of the organization shall be

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### ARTICLE II PURPOSE

The purpose of this organization shall be to

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### ARTICLE III MEMBERSHIP

(Please note that voting members must be currently enrolled UD students and should be in 'good standing'—2.00 GPA unless the organization has higher GPA requirements.)

1. Those eligible for membership are

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2. Membership will consist of the following types: (Note: Membership usually consists of voting, non-voting, associate, etc. Define each type)

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3. Membership will be revoked (removed) by the organization under the following conditions: (Note: Membership is typically revoked upon failure to pay dues if any exist, failure to remain in good standing with the University or failure to abide by the organization's purpose as stated in this constitution.)

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ARTICLE IV OFFICERS

1. Officer positions of the organization shall be

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2. Power and duties of the officers shall be:

a) \_\_\_\_\_

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b) \_\_\_\_\_

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c) _____	_____
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	_____
d) _____	_____
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	_____
e) _____	_____
	_____
	_____
f) _____	_____
	_____
	_____

3. Election of officers (Note: it is highly recommended that elections be held in the spring semester).

a) To qualify to be an officer, one must

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b) Nomination of officers will be by (Note: Options include, but are not limited to: from the floor, by ballot, by the executive committee, etc.)

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c) The prescribed election/selection procedure to be used will be (Note: Options include, but are not limited to: voting for each office following nominations for that office, a single ballot listing all nominated people for each position, etc.)

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d) The candidate receiving \_\_\_\_\_ will be declared the winner, and will take office on

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e) The term of office shall be (Note: From when to when)

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4) Should vacancies occur before the completion of a term of office, they will be filled in the following manner

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5) Impeachment charges may be brought against any of the officers of the following reasons.

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6) Impeachment charges may be enacted upon

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7) If it is decided to proceed with an impeachment, the following procedure will be followed (Note: It is suggested that the following steps be utilized...(1) officer in question be notified; (2) A special meeting be set up to discuss the charges, where all parties are allowed to respond; (3) if a decision is made to proceed, a vote should then be taken by the membership... usually needing a large percentage of the members voting for removal in order for the officer to be impeached; (4) Decide how the group will select the replacement; and (5) When the new person takes office. )

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ARTICLE V ORGANIZATIONAL STRUCTURE

1. The executive committee shall consist of the following people

(Note: Usually include all top officers, with the advisor as an ex officio member.)

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2. The executive committee's duties shall be to

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3. Other committees of the organization and their duties will be:

A)

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B)

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C)

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D) (Note: Some organizations add a clause stating that additional committees may be added or organized as needed.)

ARTICLE VI FACULTY ADVISOR

1. In order to qualify to be the Faculty Advisor for the organization, the individual must be a full-time faculty or staff member of the University of Dallas. Other requirements are

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2. The faculty Advisor will be selected by

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3. The length of the term for the Faculty Advisor will be (Note: From when to when)

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ARTICLE VII RULES AND PROCEDURES

1. Attendance policy for members will be

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2. Organizational meetings will be held

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3. In order to conduct business, a quorum must be present. A quorum will consist of

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4. In the event of conflict concerning proper rules of procedure, \_\_\_\_\_ will serve as the recognized authority. (Note: Usually a resource, such as *Robert's Rules of Order* is cited here. People are not cited here.)

ARTICLE VIII FINANCE

1. Dues for membership in the organization will be (Note: We suggest that versus stating a specific amount in the constitution, each group have their membership determine an annual amount by vote.
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2. Other sources of organizational funding shall be
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ARTICLE IX AFFILIATION

1. The organization is an affiliate of
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2. The organization has the following relationship to the affiliate
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ARTICLE X AMENDMENTS

All amendments to this constitution must be made by the following process (Note: We offer the following for your consideration: (1) Any proposed amendment must be presented in writing to the membership or to the Executive Committee who shall then take it to the membership; (2) Discussion should occur; (3) A vote for acceptance/approval should occur at a

following meeting... allowing people time to think and talk about it; and (4) The amendment shall become part of this constitution upon a \_\_\_\_\_ vote of \_\_\_\_\_

ARTICLE XI NONDISCRIMINATION CLAUSE

The \_\_\_\_\_ shall not discriminate on the basis of race, creed, national origin, ancestry, sex, age, handicap or sexual orientation in the selection of its members or its programs.

ARTICLE XII UNIVERSITY RECORDS

The \_\_\_\_\_ shall maintain a list of current officer, their addresses, Faculty Advisor and the most recently amended constitution with the Office of Student Activities.