**\*\*\* THIS IS A TEMPLATE \*\*\***

**THE CONSTITUTION OF
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this organization shall be \_\_\_\_\_\_\_(name of organization)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Section B: Purpose – The purpose of this organization shall be:

1.  List purpose 1 here

2.  List purpose 2 here

3.  List purpose 3 here (add more if needed, delete if you do not have three purposes)

ARTICLE II: MEMBERSHIP

Section A: Eligibility - Membership shall be open to \_\_(all/only)\_\_\_\_ Messiah University graduate students (who\_\_\_\_\_\_ (if needed)).

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a (List types of offices, including who would be the officers: ex: President, Vice-President, Secretary, and Treasurer).

Section B: Eligibility – Officers must be a full-time graduate students at Messiah University (any other requirements?).

Section C: Election – The officers shall be elected (how and when, ex: by ballot at the last meeting of the spring semester by a majority of the vote cast for that office).

Section D: Term – The officers shall serve for (specify length, ex: one year) and their term of office shall begin (when, ex: at end of the spring semester).

Section E: Vacancy – If a vacancy occurs (specify: ex: in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election).

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – It shall be the duty of the President to:

* Ex: Preside at meetings
* Ex: Vote only in case of a tie
* Ex: Represent the organization
* Ex: Appoint committee chairpersons as needed, subject to the approval of the Officers
* Ex: Perform such other duties as ordinarily pertain to this office
* Ex: Communicate with clients and take the contract on the behalf of organization

Section B: Vice-President – It shall be the duty of the Vice-President to:

* Ex: Preside in the absence of the President

Section C: Secretary – It shall be the duty of the Secretary to:

* Ex: Record the minutes of all meetings
* Ex: Keep a file of the organization’s records
* Ex: Maintain a current roster of membership
* Ex: Issue notices of meetings and conduct the general correspondence of the organization

Section D: Treasurer – It shall be the duty of the Treasurer to:

* Ex: Receive all funds and process requests and forms in a timely and proper manner
* Ex: Keep an itemized account of all receipts and expenditures and make reports as directed

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the regular school year.

Section B: Special Meetings – Special meetings may be called by the President.

Section C: Quorum – A quorum shall consist of 30 percent of the membership.

ARTICLE VI: ADVISOR

Section A: Selection – There shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

* Maintain an awareness of the activities and programs sponsored by the student organization.
* Meet on a regular basis with the leader of the student organization to discuss upcoming meetings, long-range plans, goals, and problems of the organization.
* Attend regular meetings as often as schedule allows.
* Assist in the orientation of new officers.
* Explain and clarify campus policy and procedures that apply to the organization.
* Maintain contact with the Coordinator of Student Services.
* Provide direction in the area of parliamentary procedure, meeting facilitation, team building, goal setting, and program planning.
* Assist the organization treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
* Inform organization members of those factors that constitute unacceptable behavior on the part of the organization members, and the possible consequence of said behaviors.
* Help determine and decide whether a project or program is within organization’s capability.
* Any additional faculty advisor responsibilities?

ARTICLE VII: AMENDMENTS

Section A: Amendments – This constitution may be amended by a two-thirds (2/3) majority vote of the organizations members.

Section B: Notification – All members shall receive advance notice of the proposed amendment at least five days before any meeting to vote on changes.