

Constitution Guidelines

Updated 9/10/07

Constitution of (Name of Organization)

Adopted _____
(Signature of President and Date – *to be signed upon final confirmation*)

Article I. Name

State the official name of the organization (as stated above).

Article II. Affiliation

State any affiliations with local, state, national, or international organizations, and include copies of their by-laws and constitution.

OR

This organization is not affiliated with any local, state, national, or international organizations.

Article III. Purpose and Objectives

State the reason why the organization should exist and specifically state the objectives (without listing specific activities) of the organization. Activities of the organization must relate to its purpose.

Article IV. Adherence

(This statement must appear VERBATIM in all constitutions and by-laws.)

This organization will adhere to all University rules, regulations, and policies, as well as to all local, state, and federal laws.

Article V. Membership

Section 1. General Requirements.

Define who is eligible for membership and what a member must demonstrate or do to be recognized as a full member. (i.e. attend meetings, pay membership dues, etc.)

*Section 2. **Non-exclusionary membership Clause.** This organization does not discriminate against any student, faculty, or staff based on race, color, national origin, religion, sex, age, handicap, or sexual orientation.*

(The above non-exclusionary statement must appear VERBATIM in all constitutions and by-laws. If applying to register a social Greek organization, contact the Campus Activities & Involvement Center for a modified clause.)

Section 3. Categories of Membership

List and define each type of membership (i.e. active, inactive, Alumni, honorary, etc.) in use. Voting membership should be restricted to UNCW students; however additional, non-voting membership categories may be available.

Section 4. Qualification and Privileges

State the rights and privileges (e.g. voting and non-voting) of each membership category.

Section 5. Removal procedures

State the reasons for removal and the process itself. Be sure to include voting procedures and an appeal process if available.

Article VI. Advisor

Section 1. Qualifications

State the qualifications of an appropriate advisor (i.e. knowledge of interest area, desire to work with students, etc.), the procedures for selecting an advisor (i.e. interview, voting procedures, etc.) and what the term length is (i.e. one year renewable).

Section 2. Responsibilities

Describe the function and duties of the advisor (i.e. attend organizational meetings, meet regularly with officers, advise on University policy, etc.).

Article VII. Meetings

Section 1. State how many meetings of the membership are to be held during the academic year. (e.g., per month/semester/year) and the procedures for calling regular and/or special meetings.

Section 2. Identify the parliamentary authority (e.g. Robert's Rules of Order, Newly Revised) used.

Section 3. Define a quorum. A quorum is the minimum number or percentage of members needed to conduct official business and to vote. It is usually 2/3 of active membership and a simple majority rules - 50% plus one member.

Article VIII. Officers

Section 1. Title

List the titles of the officers (President, Vice-President, Secretary, Treasurer, etc.).

Section 3. Duties

State the specific responsibilities and duties of each officer.

Section 3. Removal

State the reasons for the removal of an officer and the specific procedure by which this would occur.

Article IX. Elections

Section 1. State which officers will be elected by the membership, the term of office, and how many times a person may hold the same office.

Section 2. State the nominating procedures, including when nominations will occur, and establish how the elections will take place and what voting procedures will be followed.

Article X. Committees

Section 1. Executive Committee

Some organizations require the meetings of officers, and advisors(s), or other representatives for executive sessions. If this is applicable, state the membership, establish a quorum, and specific responsibilities for the committee.

Section 2. Standing Committees

Some organizations establish regular standing committees to handle needs such as recruitment, fundraising, publicity, and social events, to name a few. These committees may be led by one Executive Committee member and should include active members. If this section is applicable, each committee should be listed individually and include items such as the formation procedure and the function of each committee.

Section 3. Ad-hoc Committees

These committees are formed and dissolved as a specific need is addressed.

Article XI. Finances

State the procedures for the allocation of organization funds (e.g. dues, appropriations, etc.) and the expenditures process.

Article XII. Amendments

State the process by which amendments are brought before the organization, the minimum length of time necessary before voting can occur and the number of votes required to amend the constitution and by-laws.

Article XIII. Nonprofit Clause

(The following clause must be included VERBATIM in all constitutions and by-laws.)

(Name of Organization) is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954.

No part of the net earnings of the organization shall inure to the benefit of its members, directors, officers, or other persons except that the organization shall be authorized to and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes of the organization.

In the event of dissolution, the residual assets of the organizations will be turned over to one or more organizations with similar purposes or to one or more organizations described in section 501 (c) (3) of the Internal Revenue Code of 1954.