**\*\*\*Bolded items are required phrases, names, and dates!!!** *\*\*\*Italicized items must be italicized!!!*

Keep bolding ONLY for: The CONSTITUTION OF, organization name, date of last modification, and the article ID (i.e., Article I) and article name (i.e., *Membership and Dues)*.

**CONSTITUTION OF**

**(Your organization’s name here – e.g. Awesome People Meeting Awesome People)**

**Date of last modification – e.g. September 1, 2010**

**PREAMBLE**

The purpose of this organization is to \_\_\_\_\_\_\_\_\_\_. The \_\_\_\_\_\_\_\_ (\_\_\_\_) will \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_.

**ARTICLE I**

***Name***

Section 1: **This organization shall be known as** “(What you want to be known as. This may be just ‘Awesome People Meeting Awesome People’, but may also be ‘Awesome People Meeting Awesome People At SIUE’ or something like ‘Awesome People’ {for short}.).”

Section 2: This organization shall be abbreviated using the acronym “(e.g. APMAP).”

Section 3: Identify any affiliations with national, regional, or state groups (etc.) and specify what the relationship is between the local group and the national, regional, or state group.

**ARTICLE II**

***Membership and Dues***

Section 1: **Membership is extended to all students without regard to race, color, creed, religion, sex, sexual orientation, national origin, age, physical handicap, mental handicap, or any other factors covered by law.**

Section 2: **Active membership shall be** the only type of membership offered by this organization.

(You may also choose to have other forms of membership for your organization - e.g. associate membership.)

Section 3: **All active members shall be enrolled SIUe students who are in good academic and disciplinary standing, and who have an overall GPA of** 2.0 or greater. (2.0 is the minimum. Yours can be higher.)

Section 4: Additional types of membership shall be defined in the organization bylaws. (if no additional types of membership will be offered, exclude this section)

Section 5: **Membership dues shall be** those outlined in the bylaws. (Many groups put as much information in their bylaws as possible because they are easier to change.)

Section 6: **Termination of membership shall** occur when a member is no longer enrolled at SIUe, **when a member has below a** 2.0 **GPA** (2.0 is minimum, yours may be higher than 2.0), or when a member requests termination of membership in a written submission to the adviser.

(No orphans rule – Make sure that every part of a section is on the same page! Keep articles on same page wherever possible!)

**ARTICLE III**

***Officers***

Section 1: **Officer positions for this organization shall** include President, Vice President, Treasurer, and any other positions outlined in the bylaws.

1. **The** President **shall** organize and conduct meetings of the executive committee, ensure proper organizational health, serve as liaison to the adviser, and fulfill any other duties outlined in the bylaws.
2. **The** VicePresident **shall** fulfill the duties of the President in his or her absence, and fulfill any other duties outlined in the bylaws.
3. **The** Treasurer **shall** maintain financial records for this organization and fulfill any other duties outlined in the bylaws.

Section 2: **All officers shall be active members of this organization enrolled at SIUe with an overall GPA of** 2.3 **or** **greater**. (Officer GPA should be higher than general member GPA.)

Section 3: **The term of office** **for each officer shall be no longer than one academic year.**

**ARTICLE IV**

***Elections***

Section 1: **Elections shall be held** each academic year during the spring semester, and **shall be decided by** active members via a simple majority vote. Candidates running unopposed on the date of the election shall be elected by default. If there is no candidate for a position, a member agreeing to fill the vacant position shall be appointed by a unanimous vote of the newly elected officers. (All votes must have the support of more than half of the members. You can require as much support as you want in the Constitution or bylaws – but you can only increase the numbers in the bylaws above what the Constitution says. Many organizations elect officers in the late fall or early spring so that the incoming elected officers can shadow the current officers for the remainder of the academic year.)

Section 2: **Elected officers shall take office** at a time outlined in the bylaws.

Section 3: Any active member of this organization s**hall be eligible to run for office and vote in elections**.

**ARTICLE V**

***Adviser***

Section 1: **There shall be** (1, 2, or more) **SIUE faculty/staff adviser(s) who shall be** (a) ***exofficio* member**(s) **with no voting privileges.** (All organizations are required to have an adviser who is a full time faculty or staff member at SIUE).

Section 2: **The adviser for this organization shall be elected by** a simple majority vote of the officers.

Section 3: **The adviser shall** serve as consultant to the officers, attend at least one meeting per semester, and fulfill any other duties outlined in the bylaws.

**ARTICLE VI**

***Meetings***

Section 1: **Regular meetings** of this organization shall be held (state frequency of meetings).

Section 2: **This organization shall be governed by** *Robert’s Rules of Order* where appropriate. When not appropriate, a procedure outlined in the bylaws shall be followed.

Section 3: **Meetings with the purpose of voting on the impeachment of an officer, removal of an officer from office, or amending the Constitution or bylaws of this organization may be called by** any member who has previously consulted with the officers and adviser.

Section 4: **Special meetings** may be called by any of the officers for reasons outlined in the bylaws. Members shall be notified **via acceptable means of communication.**

Section 5: **Members will be made aware of special meetings** at least two weeks in advance **via acceptable means of communication** as outlined in the bylaws.

Section 6: **The officers shall meet** at least once per month during the fall and spring semesters.

**ARTICLE VII**

***Quorum***

**More than half of the active members must be present to establish quorum to conduct a regular business meeting**. (See articles VII, IX, & X for quorums for impeachment, expulsion, or amendment to constitution. These issues are considered special and not regular business)

**ARTICLE VIII**

***Expulsion***

Section 1: **Just cause for expulsion** from this organization may occur when a member is not in good academic or disciplinary standing, undermines the goals and purposes of this organization, or is charged with misfeasance, malfeasance, or nonfeasance of member duties in accordance with procedures outlined in the bylaws.

Section 2: Any active member may **initiate expulsion proceedings** if just cause has been found.

Section 3: The membership of an individual may **be revoked by** a vote of at least 2/3 of the active members of this organization who are present at a meeting with such purpose.

**ARTICLE IX**

***Impeachment and Removal***

Section 1: **Just cause for the impeachment of an officer shall be defined as** when an officer is not in good academic or disciplinary standing, has less than a 2.3 GPA (make sure this GPA matches with Article III, S.2), undermines the goals and purposes of this organization, or is charged with misfeasance, malfeasance, or nonfeasance of officer duties in accordance with procedures outlined in the bylaws.

Section 2: **Any active member may initiate expulsion proceedings if just cause has been found.**

Section 3: An officer **shall be impeached** from office by a vote of at least 2/3 of the active members of this organization who are present at a meeting with such purpose.

Section 4: **Just cause for the removal of an officer is established after impeachment proceedings are initiated and the charges against the officer have been found valid.**

Section 5: An officer **shall be removed from office** when just cause for removal has been established and at least 2/3 of the active members of this organization who are present at a meeting with such purpose vote to remove the officer.

Section 6: **Following removal from office**, **vacant positions** **shall** be filled according to the bylaws.

**ARTICLE X**

***Amendment***

Section 1: After consulting with the officers or adviser, any member may **propose amendments to this Constitution**.

Section 2: This Constitution **shall be amended by** a vote of at least 2/3 of the active members of this organization who are present at a meeting with such purpose.

**ARTICLE XI**

***Ratification***

This Constitution shall be ratified by the Student Senate of Southern Illinois University Edwardsville.

**By-Laws**

The by-laws would contain:

• Detailed material concerning members, rights, duties, expulsion and resignation procedures,

• Provisions for associate and/or honorary members, if the group so desires,

• Provisions for membership fees, dues and assessments, if any, should be outlined in detail,

• Names of the standing committees, if any, and the method of choosing the chairpersons and committee members, and the duties of the committee(s)

• A provision for some accepted rules of order for parliamentary procedure, such as *Robert's Rules of Order*,

• A method to amend the by-laws, usually a majority vote,

• Other specifics as needed by the organization.