

## Organization/Club Name

### Article I: Name and Purpose

- Section 1** **Name:** The official name of this organization shall be <Group Name Here, abbreviated as... >.
- Section 2** **Date:** Constitution submission date: <Date Here>.
- Section 3** **University Policies:** This group shall abide by the applicable rules and policies of the University of Minnesota Morris pertaining to students and their organizations.
- Section 4** **Purpose:** The purpose of this organization shall be to <Statement of Purpose here>.
- Section 5** **Affiliation:** <If your organization is affiliated with any regional/national organizations, please state those affiliations here.>

### Article II: Membership

- Section 1** *Membership is open to all students without regard to race, religion, color, sex, national origin, disability, age, creed, marital status, public assistance status, veteran status or sexual orientation.*
- Section 2** **Eligibility for Membership:** Voting membership is open to all students at the University of Minnesota Morris. <Note additional membership categories here (e.g. non-voting or affiliate members) for faculty, staff and/or community members>
- Section 3** **Membership Criteria:** To become a member one must <clarify process for becoming a member; for example, attends a meeting, joins the organization on Campus Connection, etc>.
- Section 4** **Removal of Officers/Members:** Any member or officer may be impeached for misconduct as defined by the group, such as <provide examples, such as 3 consecutive unexcused absences, misuse of funds, or failure to perform duties, etc.>. The member/officer and voting membership shall be given a <period of time> notice. The officer/member will be given an opportunity to defend him/herself at the meeting and/or in writing. This impeachment vote shall require a <percent/proportion here> majority vote.
- Section 5** **Appeal of Removal:** If the impeached officer/member believes that due process has not been followed, he/she may appeal the impeachment to the UMM Director of Student Activities.

### Article III: Executive Officers

- Section 1** **Officer Positions:** The Executive Officers of this group shall consist of <list officer positions here, not names>. If you choose to have a non-hierarchical structure, you must designate or elect an officer to serve as a primary contact person with the Office of Student Activities.
- Section 2** **Officer Criteria:** All Executive Officers of this group must be UMM students enrolled as <specify if full-time enrolled students, number of semesters as active member, minimum number of semesters enrolled will be required>.
- Section 3** **Officer Duties:** The duties of the Executive Officers are as follows:

- a. Position name and duties of officer 1 (e.g. President presides at meetings, calls special meetings, appoints committee chairs, runs the election process).
- b. Position name and duties of officer 2 (e.g. Vice President assumes President's duties in his/her absence, schedules meetings, facilities, plans member/officer training programs).
- c. Position name and duties of officer 3 (e.g. Secretary takes and distributes minutes of all club meetings, keeps records of members, handles official correspondence of the organization).
- d. Position name and duties of officer 4 (e.g. Treasurer keeps all financial records, notifies organization of financial issues, prepares budget/allocation requests).

**Section 4 Election of Officers:** Executive Officers shall be elected by <percent/proportion> majority vote.

**Section 5 Election Timeline:** Voting for Executive Officers shall be held <specify week and semester that voting will occur. Student Organizations are strongly encouraged to elect officers in early spring to allow for a smooth transition>. Members will be notified of the impending election at least one week in advance. Nominations for officer positions will be <include timeline and process, who can nominate>. <Designate if a quorum is necessary.>

**Section 6 Term of Office:** Newly elected Executive Officers shall begin their term when their predecessors term ends <specify how soon following election. Student Organizations are strongly encouraged to provide a training period of at least 30 days prior to new Officers beginning terms. New officers should begin their term of office prior to the end of the semester or academic year in which they are elected.>.

**Section 7 Vacancy of Office:** In the event of a vacancy in an office (by resignation or removal), the vacancy will be filled as follows. <specify officer succession/chain of command if desired.> A special election will be held <"within x weeks of vacancy"> following the procedures specified in Section 4.

#### **Article IV: Meetings**

**Section 1 Frequency:** A regular meeting shall be held <how often>.

**Section 2 Business:** A quorum shall be present in order to conduct official business of the club. A quorum shall consist of <define how many members must be present for a quorum>.

**Section 3 Decisions:** Decisions of the club shall be enacted by <the Office of Student Activities recommends a simple majority>.

**Section 4 Special Meetings:** Special meetings may be called <by whom, for what purpose?>. Members will be notified of a special meeting <specify notification process>.

#### **Article V: Advisor**

**Section 1 Responsibilities:** <Indicate whether or not your group chooses to have a faculty, staff or community member as an advisor and if so, what this person's responsibilities will be. Groups receiving annual student activity fee fund allocations are encouraged to have a UMM faculty/staff advisor. Don't write any names>.

**Section 2 Length of Term:** <Indicate term of office (may be annually renewable) and selection/designation process. Student organizations affiliated with UMM offices and programs often have an advisor designated by the university.>

**Article VI: By-Laws**

**Section 1** By-Laws may be proposed by the membership and may be adopted by a majority vote of those present at the meeting when a quorum is present.

**Article VII: Amendments**

**Section 1 Process:** Any member may suggest an amendment to this constitution by *<specify process for constitution amendment>*.

**Section 2 Notification:** Members will be made aware of this recommendation *<by letter or in the meeting following the submission of recommendation, etc>*.

**Section 3 Ratification:** An amendment shall be passed by *<indicate the percent/proportion of votes must be reached to pass amendment – amending the constitution should require a higher proportion than any other decision>*. A quorum must be present to vote on an amendment.

**Section 4 Approval:** The ratified constitution will be submitted to the University of Minnesota, Morris Student Services Committee for approval.

**Constitution Ratified by Organization Members: (m/d/yr): \_\_\_\_\_**

**Witnessed by Club Officers:**

_____ <i>Name</i>	_____ <i>Position Title</i>	_____ <i>Date</i>
_____ <i>Name</i>	_____ <i>Position Title</i>	_____ <i>Date</i>
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