Template for UMR Student Club/Organization Constitution

This sample constitution is provided for use as a guideline only. Be sure that you title your constitution with the clubs full name. Your club constitution may be expanded or abbreviated but must include the following asterisked (*) sections below in order to be considered for registration as a student club/organization at the University of Minnesota Rochester.

*- Components marked with an asterisk are REQUIRED for all student club/organizations to include in constitutions. Constitutions submitted without these components will not be approved.

*Article I- Full Club/Organization Name

Section 1: The name of this club/organization shall be [Insert the formal name by which the student club/organization shall be officially known.]

*Article II- Purpose/Mission Statement

Section 1: The purpose of this club/organization shall be [insert the club/organization’s defined purpose (to promote, to educate, etc.) and if available, its mission statement]

Section 2: [Full name of club/organization] shall abide by all University of Minnesota Rochester policies and procedures.

Article III- Affiliations

Section 1: [Identify any local, regional, national, or international groups with which the student club/organization is affiliated. This section may be removed if the club/organization is not affiliated with an entity other than the University of Minnesota Rochester]

*Article IV- Membership

Section 1: All full time University of Minnesota Rochester students are eligible to join.

Section 2: [Insert eligibility requirements, such as grade point averages, academic majors/minors, and special qualifications which may be required for eligibility that DO NOT illegally discriminate.]

*Article V-Officers/ Executive Board

Section 1: The officers of this club/organization shall be: [Insert the number of officers, their titles, and duties. Officers MUST be full-time University of Minnesota Rochester students. A club/organization MUST identify at least one presiding officer and one Rochester Student Association Representative.]
Section 2: [Insert qualifications for each office, if any. For example, “members must have been a member of the club/organization for at least one semester to be eligible to run for a officer position.”]

Section 3: [Insert the term length for each position. Being specific may be helpful, like “officers will hold the position for one academic year from September – April.” Be careful to include provisions for holding elections before an officer’s term expires.]

Section 4: [Insert provisions for removing an officer, in the event that it is necessary.]

Section 5: [Insert whether reports from officers to membership are required. If club/organization decides they are required, how often will they be made? How will they be made available?]

*Article VI- Advisors*

Section 1: There shall be at least one full time University of Minnesota Rochester faculty/staff member who shall serve as the advisor to the [insert full club name.]

Section 2: [Insert description of duties or responsibilities of the advisor.]

*Article VII- Elections*

Section 1: Election of officers shall be held [Insert the month of elections and specify which member of the club/organization will oversee them. Who will announce elections, candidates, and the results? A provision should be made that specifies how far in advance election meetings will be announced.]

Section 2: [Insert procedures for filling vacancies in positions.]

Section 3: [Insert procedures for voting in elections. Some club/organizations make provisions for a secret ballot or show of hands. What percentage of those voting shall constitute a candidate’s election? Consider procedures for election proceeding in which no candidate has won.]

*Article VIII- Meetings*

Section 1: Regular meetings of this club/organization shall be held [specify the frequency of meetings. Determine who has the authority to call a meeting and who has the responsibility of notifying members of meetings and how it should be done. For Example, “the secretary shall notify members of the business meeting, via e-mail, no later than five business days prior to the meeting.”]
Section 2: Quorum shall consist of [Insert number or percentage of] voting members. [A Quorum is defined as a number or percentage of the total membership that must be present at a meeting in order to conduct the business of the club/organization. Setting a quorum is optional.]

Article IX-Committees

Section 1: [Insert a description of standing committees this club/organization will have, their function, financing, or power.]

Section 2: [Describe the selection of committee members. For example, “members of the marketing committee shall be appointed by the President, with a majority vote of approval by the general membership.”]

Article X- Finances (If Applicable)

Section 1: Members shall pay in the amount of [Insert a dollar amount, the schedule for which they are assessed and the individual responsible for collecting and processing dues.]

Section 2: [Insert description of accounting procedures, how funds are allocated, and how accounts are maintained. This is very important for non-recognized student clubs/organizations.]

*Article XI- Constitutional Amendments

Section 1: This constitution may be amended by a vote of [Insert the number or proportion of the membership required to amend the constitution. What is the process by which revisions may be proposed? How far in advance must proposals be distributed to the membership? Are changes required?

*Article XII- Ramification

Section 1: The constitution of [Insert club/organization name] was ratified on [Insert Date that constitution was accepted]

Section 2: This constitution will be reviewed every three years.