

SAMPLE CONSTITUTIONS

Sample 1

Constitution of "Name of Organization"

Preamble

We, the members of "Name of Organization" do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

Article I - Name

The name of the organization will be "Name of Organization," henceforth referred to as "Name of Organization."

Article II - Purpose

"Name of Organization" is established for the expressed purpose of developing leadership skills as well as an awareness of social responsibilities to encourage students to participate in public affairs.

"Name of Organization" understands and is committed to fulfilling its responsibilities of abiding by University of Maryland, College Park policies.

Article III - Membership

Active membership shall be limited to persons officially connected with the University of Maryland, College Park as faculty, staff or registered students. Students enrolled in the spring semester as well as students enrolled in summer school are eligible for summer membership. (For groups wishing to secure Student Government Recognition, this section may stipulate that active voting membership is limited to currently registered undergraduate students.) In addition, the following requirements are necessary to constitute active membership:

1. Payment in full of financial obligations as determined by organization. (For groups wishing SGA Recognition, the language of this section would suggest that dues are not required for voting, active membership.)
2. Attendance of at least 75% of all meetings during a given semester.
3. Active participation in all activities sponsored by "Name of Organization" unless the activity interferes with either scholastic or financial constraints. "Name of Organization" openly admits students to its membership and does not discriminate on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution.

Article IV - Officers

"Name of Organization" will be governed by the following means:

1. An elected President (or other designated officer) will preside at all meetings of "Name of Organization." the President will maintain the power to appoint all committee chairpersons, shall present all motions to the body present and shall be present at 90% of the meetings of "Name of Organization."
2. "Name of Organization" shall also maintain a Vice President. The Vice President's duties shall be to preside at all meetings and functions that the President cannot attend.
3. Club members shall also elect a Secretary-Treasurer who will handle all dues, accounts, new members, rule observances at stated meetings, protocol, etc.
4. The role and duties of the faculty/staff advisor shall include attending meetings, providing counsel to the organization's officers, etc. (Student organizations wishing to secure Student Government Association Recognition should be certain to note in this section of their constitution that the executive officers of the organization must be currently registered undergraduate students. Further, one officer cited in the constitution must be the SGA Liaison or one of the officers of the organization must have the duty of SGA liaison stipulated as a portion of his/her responsibilities.)

Article V - Operations

1. Voting Eligibility - Those members meeting all requirements of active membership as set forth in Article III will be granted voting privileges.
2. Election Process - All officers shall be elected by a majority vote of eligible voting members of "Name of Organization." All elections will be held on an annual basis during the month of _____. The President will take nominations from the floor, the nomination process must be closed and the movement seconded. The nominated parties will be allowed to vote. All voting shall be done by secret ballot to be collected and tabulated by the Secretary-Treasurer and one voting member of "Name of Organization," appointed by the outgoing President.
3. Removal - Any officer of "Name of Organization" in violation of the Organization's purpose or constitution may be removed from office by the following process:
 - a. A written request by at least three members of the Organization.
 - b. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
 - c. A two-thirds (2/3) majority vote is necessary to remove the officer.
4. Meetings - All meetings will occur on a weekly basis or other regular basis at a time selected by "Name of Organization" and will follow the procedure set forth below:
 - Attendance
 - Report by the President
 - Committee reports
 - Vote on all committee motions and decisions
 - Any other business put forward by the members of the club
 - Dismissal by the President

Article VI - Finances

"Name of Organization" will finance the activities it engages in by the following means:

1. Membership dues (appropriate amount set by "Name of Organization") (Student organizations wishing to secure Student Government Association Recognition should indicate that dues are not required for voting, active membership.)
2. "Name of Organization" will submit a budget to the Student Government Association Finance Committee or Graduate Student Government Finance Committee on an annual basis and request funding appropriate to the effective operation of the organization for each year.

Article VII - Amendments

The constitution is binding to all members of the "Name of Organization." But the constitution is not binding unto itself.

- a. Amendments to the constitution may be proposed in writing by any voting member of "Name of Organization" at any meeting at which 2/3 of the voting members is present.
- b. These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
- c. Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of active members.

Article VIII - Registration Renewal

"Name of Organization" will apply to the Office of Campus Programs for registration on an annual basis one month after "Name of Organization's" new officer elections.

This information has been pulled from the Student Organization Registration Guidelines via the Orgsync website. Please visit the [Orgsync Constitution Tab](#) for more information.

Sample 2

Constitution of "Name of Organization"

Preamble

We, the members of "**Name of Organization**," do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

Article I - Name

The name of the organization will be "Name of Organization," henceforth referred to as "Name of Organization."

Article II - Purpose

"**Name of Organization**" is established for the expressed purpose of developing leadership skills as well as an awareness of social responsibilities to encourage students to participate in public affairs.

"**Name of Organization**" understands and is committed to fulfilling its responsibilities of abiding by University of Maryland, College Park policies.

Article III - Membership

Membership shall be limited to persons officially connected with the University of Maryland, College Park as faculty, staff or currently enrolled students. Students enrolled in the spring semester as well as students enrolled in summer school are eligible for summer membership. To become a member of "Name of Organization", interested persons must attend one organization meeting. (For groups wishing to secure Student Government Recognition, this section may stipulate that active voting membership is limited to currently registered undergraduate students.) In addition, the following requirements are necessary to maintain active membership:

1. Payment in full of financial obligations as determined by organization. (For groups applying for SGA Recognition, the language of this section must ensure that dues are not required for voting, active membership.)
2. Attendance of at least 75% of all meetings during a given semester.
3. The organization does not discriminate in violation of the University's Code of Equity, Diversity and Inclusion (see <http://www.president.umd.edu/policies/vi100bhtml>) or in violation of University policies (see <http://www.president.umd.edu/policies/vi105.html>). . The organization, its officers and members must agree to abide by University policies and procedures and applicable federal, state and local laws.

Article IV - Officers

"**Name of Organization**" will be governed by the following means:

1. An elected President (or other designated officer) will preside at all meetings of "**Name of Organization**." the President will maintain the power to appoint all committee chairpersons, shall present all motions to the body present and shall be present at 90% of the meetings of "**Name of Organization**."
2. "**Name of Organization**" shall also maintain a Vice President. The Vice President's duties shall be to preside at all meetings and functions that the President cannot attend.
3. Club members shall also elect a Secretary-Treasurer who will handle all dues, accounts, new members, rule observances at stated meetings, protocol, etc.
4. The role and duties of the faculty/staff advisor shall include attending meetings, providing counsel to the organization's officers, etc.
5. All officers of this organization must be currently enrolled students at the University of Maryland College Park. (Student organizations wishing to secure Student Government Association Recognition should be certain to note in this section of their constitution that all officers of the organization must be undergraduate students and one officer must be the SGA Liaison or one of the officers of the organization must have the duty of SGA liaison stipulated as a portion of his/her responsibilities.)

Article V - Operations

1. Voting Eligibility

- a. Those members meeting all requirements of active membership as set forth in Article III will be granted voting privileges.
2. Election Process
 - a. All officers shall be elected by a majority vote of eligible voting members of "**Name of Organization.**" All elections will be held on an annual basis during the month of _____ with at least one week's notice given prior to the meeting where elections are to be held. Terms of office shall begin immediately upon adjournment of the election meeting.
 - b. The President will take nominations from the floor, the nomination process must be closed and the movement seconded. The nominated parties will be allowed to vote.
 - c. All voting shall be done by secret ballot to be collected and tabulated by the Secretary-Treasurer and one voting member of "**Name of Organization,**" appointed by the outgoing President.
3. Removal
 - a. Any officer of "**Name of Organization**" in violation of the Organization's purpose or constitution may be removed from office by the following process:
 - b. A written request by at least three members of the Organization presented to any Executive Board member
 - c. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
 - d. A two-thirds (2/3) majority vote of eligible voting members present at the meeting is necessary to remove the officer.

Article VI - Finances

"**Name of Organization**" will finance the activities it engages in by the following means:

1. Membership dues - appropriate amount set by "**Name of Organization**". (Student organizations wishing to secure Student Government Association Recognition should indicate that dues are not required for voting, active membership.)
2. "**Name of Organization**" will submit a budget to the Student Government Association Finance Committee or Graduate Student Government Finance Committee on an annual basis and request funding appropriate to the effective operation of the organization for each year.

Article VII - Amendments

1. The constitution is binding to all members of the "**Name of Organization.**" But the constitution is not binding unto itself.
2. Amendments to the constitution may be proposed in writing by any voting member of "**Name of Organization**" at any meeting at which 2/3 of the voting members is present.
3. These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
4. Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of active members.

Article VIII - Registration Renewal

"**Name of Organization**" will apply to the Stamp Student Union for registration on an annual basis one month after "**Name of Organization's**" new officer elections.

Bylaws

1. Meetings
 - a. All meetings will occur on a weekly basis or other regular basis at a time selected by "**Name of Organization**" and will follow the procedure set forth below:
2. Attendance
 - a. Report by the President
 - b. Committee reports
 - c. Vote on all committee motions and decisions
 - d. Any other business put forward by the members of the club
 - e. Dismissal by the President