

MODEL CONSTITUTION

Constitution for _____

(Name of Organization)

ARTICLE I

Name

The name of this organization shall be the _____

ARTICLE II

Purpose

The purpose of this club is to provide an academic as well as social organization encouraging knowledge of all aspects of the field of _____ and also serving as a community of interest and activity for its members.

Membership

Section 1: Membership shall be open to all students enrolled in the university.

Section 2: Active members shall be enrolled students and elected officers. Active members shall have the rights of voice, vote, and office holding.

Section 3: Associate members shall be faculty and previous organization members.

Section 4: Possible statement on dues.

ARTICLE III

Officers

Section 1: Only active members shall be eligible for office within the organization.

Section 2: The terms of office for all elected officials shall be two (2) consecutive semesters beginning in the fall.

Section 3: The title of the elected officials shall be: president, vice president, secretary, and treasurer. (Names of other officers desired may be added).

Section 4: The duties of the elected officials shall be: (Add any additional duties as desired)

- a: President:
1. shall preside over all meetings.
 2. shall set date for the next meeting when the normal schedule conflicts within the school schedule.

3. shall appoint members to chair committees, such as publicity, field trips, guest speaker coordinator, etc.
4. shall cast the deciding vote if there is a tie in normal voting procedure.
5. shall submit all official roster forms to the Director of Student Involvement & Leadership.

b: Vice President

1. shall preside over all meetings in the absence of the president.
2. shall act as advisor to all committees.
3. shall have the right to vote except when acting as president.

c: Secretary

1. shall preside over all meetings in the absence of the president and vice president.
2. shall have the right to vote except when acting as president.
3. shall keep accurate minutes of all meetings and shall keep all necessary records and maintain them.
4. shall be responsible for presenting a copy of the minutes to all members of the Faculty/Staff Advisor.
5. shall handle all organization correspondence.
6. shall keep a list of all active members.

d. Treasurer

1. shall preside over all meetings in the absence of the president, vice president, and secretary.
2. shall have the right to vote except when acting as president.
3. shall be in charge of all organization finances.
4. shall keep an accurate account of all finances and shall give a report at every meeting.
5. shall be responsible for submitting semester financial reports to the organization.

Section 5: Election of Officers

1. only active members shall be nominated for office.
2. to be eligible to seek or hold office, a student must be enrolled for 6 semester hours or more (or be certified as a full-time student if a graduate student), or if a first semester freshman, elected to an office in a student organization, attain a 2.0 or better average at UNO in order to continue to hold office.
3. to be elected, it is necessary for a member to be nominated, and thereupon receive majority approval to those members present and voting.

4. the dates of election shall be set by the current slate of officers.
5. all voting will be conducted by secret ballot.
6. a member may be nominated to _____ positions (number dependant upon nature and size of group) but may only hold one position by election.
7. if there are any office vacancies during the year, with the exception of president, new elections shall be held at the next publicized meeting to fill the position. In the case of the presidency, the vice president will succeed and an election will be held for the position of vice president.

ARTICLE IV

Advisors

- Section 1: There shall be a member of the UNO faculty or staff and shall serve in an advisory capacity to the organization.
- Section 2: (Optional). There may be a member from the community to serve as advisor.

ARTICLE V

Quorum, Meetings, and Voting

- Section 1: A quorum shall consist of ____ officers and ____% of the active members. (State number and percentage. This should be dependant upon the size and nature of the group).
- Section 2: Meetings will be held _____ (how often?)
- Section 3: Emergency meetings will be called when deemed necessary, by a majority of the officers.
- Section 4: A simple majority of those present and voting is required to pass a proposal. This should be _____ of the members present (State if this should be 2/3, 4/5, etc.).
- Section 5: All meetings shall be governed by *Robert's Rules of Order*.

ARTICLE VI

Financial Structure

- Section 1: (Statement on dues and/or membership fees) (See ARTICLE II, Section 4).

ARTICLE VII

Impeachment

- Section 1: An officer may be removed from his or her position due to negligence of duty, inefficiency in office, or any other action which is considered detrimental to the name or purpose of the organization. An officer may be removed from office by a two-thirds vote of the active membership, present and voting, at a meeting of the organization.

ARTICLE VIII **Amendments**

Section 1: Amendments must be distributed in writing to the membership at least one week prior to a vote.

DATE