ASUN Guidelines for Writing a Constitution for Recognized Organizations

This is a sample constitution to assist in your own document development. The sections in yellow must be included.

Article I: Name of Student Organization

- State the name of your student organization

Article II: Mission Statement

- State the mission of your student organization

Article III: Membership

- General membership must be open to all students on campus without any requirements.
  - If your club is affiliated with a national organization then you can require members to meet the requirements of that national organization.
- You can have an “active member” level with requirements (i.e. has to pay dues or has to attend a certain number of events per quarter or year)
  - You can restrict officer positions to only “active members”
- Must include the ASUN Statement of Non-Discrimination
  - “[Organization] does not discriminate with respect to membership on the basis of race, color, creed, religion, national origin, age, sex, gender identity, socio-economic status, physical or mental impairment, or sexual orientation”

Article IV: Officer Titles and Responsibilities

- List the title of each officer (be sure to note if any officer is a shared position, i.e. co-chairs)
- List the general responsibilities of each officer

Article V: Officer Election or Selection Process

- Describe the process to elect or select officers each term
- Describe the general date when election or selection must be completed (i.e. by Week 5 of Spring Quarter)
- Describe the general start and end dates for officer terms (i.e. starts Week 5 of Spring Quarter and ends Week 4 the following Spring Quarter)

Article VI: Voting Eligibility, Quorum, and Majority

- Define who from your membership is eligible to vote
- Define the eligibility requirements to be an eligible voter
- Define what constitutes a quorum in order to vote (what percentage or fraction of your eligible members need to be present to vote)
- Define what constitutes a voting majority (i.e. simple majority, 2/3, or 3/4)

The Statement of Non-Discrimination must be included per SAS, Chapter 202, Section 8, a, 3.
Article VII: Amendments

- Describe the process to propose any changes to the constitution specifically or to the student organization in general
- Describe the process to ratify (approve) any proposed changes
- Describe the general date when ratified changes will go into effect (i.e. the day after ratification is complete)
- Describe the general date when ASG will be informed of ratified changes (i.e. the day after ratification is complete)

Article VIII: Officer Removal, Appeal, and Replacement Processes

- Describe the process to remove an officer from position
- Describe the appeal process that the officer in question can invoke if
- being removed
- Describe the process to elect or select a new officer for the one removed
  - A (Organization) officer is free to resign at any time for any reason, and can only be removed by a 2/3 majority vote
    - (Determine what wording and process your club or organization would like to follow)

Article IX: Meetings

- State the frequency of officer meetings
- State the frequency of membership meetings (i.e. general meetings)

Article X: Committees (only if applicable to your student organization)

- List the name of each committee
- List the general responsibilities of each committee
- Describe the process to join each committee

The Articles above are listed as guidelines for writing your organization's constitution. Of course, you might have more information that you have included (i.e. – extra Articles) or perhaps something here is not relevant to your group. If you have questions or need assistance in drafting a constitution, feel free to contact your Club Commissioner.