

ASUN Guidelines for Writing a Constitution for Recognized Organizations

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

Article I: Name of Student Organization

- State the name of your student organization and any surnames your organization will be referred to.

Article II: Mission Statement

- State the mission of your student organization. What does your organization hope to accomplish?

Article III: Membership

- State the requirements
 - In every organization, there must be, at minimum, a **basic membership**.
 - This means any undergraduate student can be a member of your organization without paying dues, having a GPA/ credit requirement, etc.
 - Basic members cannot be removed from or voted out of the club.
 - If your organization chooses, there can be **active memberships or any variation of this**.
 - This is where you can include responsibility to pay dues, attendance requirements (events or meetings or both), voting rights, etc.
 - You may revoke active member status of a member, demoting them to a basic member, but you may not remove them altogether.
- 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

- Define who is eligible for holding office
 - I.e. all members, active members only, etc.
- 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 the eligibility requirements to be an eligible voter
 - **This should also be mentioned within your definitions of membership variations**
- 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 is considered a voting majority

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

Article VIII: Officer Removal, Appeal, and Replacement Processes

- Describe the process to remove an officer from position
 - Will the entire voting pool get to decide if an officer can be removed?
 - Does an Executive Board choose to put an officer up for removal?
 - **Be as clear and concise as possible, as this will help you if this ever occurs.**
- 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**
 - **Keep in mind, no organization can remove a basic member. You may strip someone of their active membership status, but your organization cannot remove members.**

Article IX: Meetings

- State the frequency of officer meetings
- State the frequency of membership meetings
 - I.e. general meetings
- Describe the general flow and procedures of these 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. You might have more information that you have included (extra Articles, etc.). If you have questions or need assistance in drafting a constitution, feel free to contact your Club Commissioner.