

Constitution Guidelines:

- All of the **black** text should not be altered - please leave the exact wording, spelling, formatting, etc.
- If you see the text “(Required)” this means that this section must remain in your organization’s constitution. The only Article that is optional is Article IX – Affiliation
- The **red [note]** and **blue [note]** are examples/helpful hints on what should be denoted in the section

Reviewing your constitution:

- Make sure that all of the text is **black**, Cambria, size 12 font
 - Please keep the header, footer, and side alignments at 1 inch.
- Delete all of the **red [note]**, **blue [note]**, and **(Required)** notes before submitting your completed document to the SOuRCE
- If your organization has an approved logo, please feel free to add it to the top of the first page
- Review for grammar/spelling errors

The Constitution of
(Organization's name)
at
The University of Akron

Article I – Name (Required)

A. The official name of this organization shall be

Article II – Purpose (Required)

A. The purpose of this organization shall be

Article III – Membership (Required)

A. Those eligible for membership are currently enrolled [Note: specify whether members are undergraduate students, graduate students, or both (blended membership)] students at The University of Akron and must be in good standing with the university, defined as:

1. At least a 2.0 GPA [Note: Graduate student organization members must have at least a 3.0 GPA.]
2. Being clear of academic probation or suspension.
3. Being clear of disciplinary probation or suspension.
4. Being clear of unsatisfied financial obligations to the university.
5. Being in good standing as defined by the student's academic college or program.

B. Other membership requirements are:

- 1.
- 2.

[Note: The organization may have a higher GPA requirement, but it must be noted in the constitution].

C. Membership will consist of the following duties and roles:

- 1.
- 2.
- 3.

[Ex: Specify if your organization plans on having voting, nonvoting, or associate members; define the duties/roles for each type of membership].

D. Membership will be revoked by the organization under the following situations:

- 1.
- 2.
- 3.

[Note: Membership is typically revoked upon failure to pay dues, if any exist; failure to remain in good standing with The University of Akron; or failure to abide by the constitution's stated purpose].

Article IV – Officers (Required)

[Note: A minimum of three (3) officers are required (President, Vice President, Treasurer) ; additional officers may be added based on the organization's structure and purpose].

A. Officer positions in this organization include:

1. (Required)
2. (Required)
3. (Required)

B. The powers and duties of the officers shall be: [Note: briefly describe each officer's assigned duties below].

1. Officer Title
 - a. (Duty)
 - b. (Duty)
 - c. (Duty)
2. Officer Title
 - a. (Duty)
 - b. (Duty)
 - c. (Duty)
3. Officer Title
 - a. (Duty)
 - b. (Duty)
 - c. (Duty)

C. Election of officers

1. To qualify to be an officer a student must: [Note: briefly describe officer qualifications/credentials. For example, a student must have been a member of the organization for one semester before assuming an officer role].

a.

b.

c.

2. Nomination of officers will be conducted by:

a.

b.

[Note: Options include but are not limited to: from the floor, by ballot, by the Executive Committee, etc.]

3. The election and/or selection process to be used will be:

a.

b.

[Note: Options include but are not limited to: voting for each office following nominations, a single ballot listing positions and nominees, etc.]

4. The candidate(s) receiving a(n) (2/3, majority, etc.) vote will be declared the winner and will take office on (date, ex: fall/spring semester).

5. The term(s) of office shall be from (date, ex: fall/spring semester) until (date, ex: fall/spring semester).

D. Should vacancies occur before the completion of a term of office, the vacancy will be filled in the following manner:

1.

2.

[Note: describe vacancy process. For example, a special election will be held within one week of the vacancy, following the process stated in Article IV, Section C.]

E. Removal by Impeachment: Charges can be brought against any officer for the following reasons:

1.

2.

[Note: Examples include: Failure to pay dues, academic misconduct, failure to remain in good standing with the university.]

- F. Impeachment proceedings may be enacted upon a (majority, 2/3) vote consisting of (all members, officers, etc.).

[Note: For an impeachment procedure to be activated, usually a majority vote of the active membership, or quorum, must occur.]

- G. If an impeachment proceeding is voted to occur, the following procedures will be followed:

- 1.
- 2.

[Note: Utilization of the following steps is suggested: (1) the officer in question shall be notified of the charges in writing, (2) a special meeting is set up to discuss the charges where all parties are allowed to respond, (3) if a decision is made to proceed, a vote should be taken by the membership- usually needing a large percentage of the members voting for removal of the officer, (4) decide how the group will select the replacement and when the new person takes office; this should correspond with Article IV, Section D.]

Article V – Organizational Structure (Required)

- A. The Executive Committee shall consist of the following officers:

- 1.
- 2.

[Note: The Executive Committee generally consists of the President, Vice President, and Treasurer.]

- B. The Executive Committee's duties shall be to:

- 1.
- 2.
- 3.

- C. Other committees of the organization and their duties shall be: (Optional)

1. (Name of committee here)
 - a. (Duties of committee here)
2. (Name of committee here)
 - a. (Duties of committee here)
3. (Name of committee here)

a. (Duties of committee here)

Article VI – Campus Advisor (Required)

- A. In order to qualify to be the Campus Advisor, the individual must be a full-time faculty or contract professional at The University of Akron. Final approval of the Campus Advisor will rest with the Department of Student Life. Other requirements are:
- 1.
 - 2.
- [Note: the group should list its expectations and any additional qualifications. For example, the Campus Advisor must be willing to sign off on necessary paperwork].
- B. The Campus Advisor shall be selected by:
- a.
 - b.
- C. The term of office for the Campus Advisor will be from (date, ex: fall/spring semester) until (date, ex: fall/spring semester).
- D. In the event that the Campus Advisor fails to meet the organization’s requirements outlined in Article VI, Section A., the following procedure shall be taken for removal of office:
1. The Executive Board shall notify the organization at a meeting consisting of at least two-thirds (2/3) of all active members.
 2. The membership will hold a vote of confidence for the Campus Advisor.
 - i. All members shall vote either “Confidence” or “No Confidence”
 3. If the Campus Advisor receives a vote of “No Confidence” from two-thirds (2/3) of the membership, the Campus Advisor will be notified in writing and shall be removed from advising the organization.
 4. If deemed necessary, a Campus Advisor may also be removed at the discretion of the Associate Vice President and Dean of Students or the Vice President of Student Engagement and Success.
- E. In the event of a vacancy within the position of Campus Advisor, it is the responsibility of the organization to appoint a new Campus Advisor within five (5) business days. No business shall be conducted until a new Campus Advisor has been appointed and

approved through the Department of Student Life (via OrgSync) or before conducting business.

Article VII – Rules or Organizational Procedures (Required)

A. Attendance policy for members shall be:

- a.
- b.
- c.

[Note: If you have an attendance policy, note the amount of meetings required for members to attend. For example, members must attend half of the organization meetings. If you have no attendance policy, write, “There is no attendance policy.”]

B. Organizational meetings shall be held:

- a.
- b.

[Note: Denote how often your organization meetings will be held. For example, weekly, bi-weekly, monthly, etc.]

C. In order to conduct business, a quorum shall consist of:

- a.

[Note: Quorum is the minimum number of members who must be present for the valid transaction of business.]

D. In the event of conflict concerning proper rules of procedure, Robert’s Rules of Order will serve as the recognized authority.

Article VIII – Finance (Required)

A. Dues for membership to the organization shall be:

- a.

[Ex: This should reference the date fees will be due, such as third week of the new semester, within 2 meetings, etc., not the specific amount due. Dues are not a requirement for student organizations. If you do not have dues, write, “No dues.”]

B. Other sources of organizational funding, besides university funding, shall be:

- a.

[Ex: donations, fundraising, etc.]

- C. The organization shall manage its own finances in accordance with the rules and regulations prescribed by The University of Akron. Registered student organizations, with the exception of those under the Office of Fraternity and Sorority Life Programs, are not permitted to have outside accounts, other than the provided UAF/EAF and SAF accounts which are administered by the Department of Student Life and the SOuRCe.

Article IX – Affiliation (Required if applicable.)

[Note: Organization’s whose activities are governed by the rules or policies of a regional or national organization must indicate that affiliation or relationship in Article IX.]

- A. The organization is an affiliate of:
- a.
- B. This organization has the following financial relationship to the affiliate:
- 1.
 - 2.

[Note: If your organization does not have a financial relationship, write “No financial relationship.”]

Article X – Amendments (Required)

- A. The following process must be followed to amend this constitution:
- 1.
 - 2.

[Note: Utilization of the following steps is suggested: (1) any proposed amendments must be presented in writing to the membership, (2) discussion should occur at a full meeting, (3) a vote for acceptance shall occur at the following meeting, (4) the amendment(s) shall become part of the constitution upon a(n) (ex: 2/3) vote of (ex: majority) .]

Article XI – Nondiscrimination Clause (Required)

- A. (Name of Organization) shall not discriminate on the basis of race, creed, religion, national origin, ancestry, gender, age, handicap, veteran status, or sexual orientation in the selection of its members or in its programs, unless federal or state laws allow for such exceptions.

Article XII – Student Life Clause (Required)

- A. (Name of organization) shall maintain a current registration form, including a list of officers, their addresses, the name of the Campus Advisor, and the most recently amended constitution with the Department of Student Life.