

# Marquette University

## Student Organization Model Constitution *Revised 2021*

Here is a sample constitution that groups wishing to become recognized student organizations at Marquette University may use when writing a constitution. This document is a model only. An official student organization may structure and govern itself in any way it deems appropriate, as long as it meets the basic functions and requirements stated in the guidelines for student organizations.

This model outlines the minimum requirements for a student organization and gives sample wording for all of the required and optional sections of a constitution. Following this model will aid in the approval process by the Office of Engagement and Inclusion. If you wish to make substantial additions to this model, please consult with a member of the Student Organizations staff located in the Alumni Memorial Union, room 121, for guidance.

Information about the rights and privileges of student organizations can be found in the “Student Organizations” section of the Student Handbook, *At Marquette*.

The constitution should contain complete sentences in clear simple, precise English. Work to avoid misspellings and grammatical errors, as these will delay acceptance of your constitution. Be as complete as possible; try to cover all questions and situations which may arise.

The following is a key to required and optional sections of a student organization constitution.

1. Articles that appear in **bold** and are not in brackets are required. The wording of these articles is optional, although the wording that appears in this model is suggested.
  2. Articles/sections/phrases that appear within brackets [ ] are optional. If you do choose to use an optional section, the wording that appears in this model is suggested.
  3. Sections/phrases which appear within parentheses (and *are italic*) are comments and should not be included in the actual wording of your organization’s constitution.
  4. Insert your organization’s name where appropriate.
  5. You may add any additional constitutional articles that you feel are necessary for your organization.
  6. Please number the pages of your proposed constitution.
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# The *(Insert Name Here)* Constitution

## Preamble

*(This should consist of an introductory statement, usually no longer than two to three sentences, that states the intent of the constitution.)*

## Article I: Name

**The name of this organization shall be *(insert name)*, hereafter referred to as the Organization.** *(If using the Marquette name as part of your organization's name, please write your organization's name first, then include the Marquette name. For example, write "The Association of Student Artists – Marquette University" as opposed to "The Marquette University Association of Student Artists".)*

## Article II: Purpose

**The purpose of this Organization shall be** *(State the purpose of this organization, the target population that would be interested in joining, the types of programs or events that you would plan, the goals of the organization, etc.).*

## Article III: Membership

- Section 1: **Regular membership shall be open to any full time Marquette University undergraduate student.** *(Any specific skills, GPA, requirements, or interests a member should have can further qualify this.)*
- Section 2: **Associate membership shall be open to any part time student, graduate student, professional student, faculty member, staff member, or administrator at Marquette University.** *(This can be further qualified - see Section 1 above.)*
- Section 3: **Non-discrimination Clause.** Consistent with all applicable federal and state laws and University policies, this Organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, gender, age, sexual orientation, religion, disability, veteran's status, or in its selection of members, officers, educational programs, or activities.
- Section 4: **Dues** *(Use only if your members pay dues. If your dues change annually, list the percentage of your members that must agree to dues increases.).*

## Article IV: Officers

- Section 1: **Officers of the Organization shall be as follows:** *(List each officer position in your organization.).*
- Section 2: **Election of officers:**
- Elections shall be held in November or December of each calendar year, or by the last day of classes during the fall semester** *(specify when elections will be held).*
  - Only regular members of the Organization are eligible to hold office and vote in elections.** Regular members are defined full time Marquette University undergraduate student.
  - Officers shall be elected by** *(explain how officers are elected, balloting process, and are typically by majority vote of quorum).*

**Organization Name: YEAR**

- Section 3: **Officers shall take office at the start of the spring semester** (*Specify when.*). **The term of office shall be for one calendar year.**  
(*Specify a period of time. This is generally one semester or one year.*)
- Section 4: **Officers shall not be on academic or university probation at the time of their elections and throughout their terms of office. Officers are subject to eligibility verification by designated Marquette University staff.**
- Section 5: **Duties of Officers.** (*Duties of all officers must be outlined in this section. List each position and specific responsibility. The following things must be included.*)
- A. The President is responsible for conducting organization business. The President is responsible for completing designated components of the annual Student Organization Renewal process.**
  - B. Checks must be co-signed by the Treasurer and by either the President or Vice-President.** (*Identify either the President or Vice-President to co-sign checks with the Treasurer.*)
  - C. The officer responsible for conducting meetings is** (*insert title*).
- Section 6: **Fiduciary Duties of Officers.**
- A. Checks must be co-signed by the Treasurer and by the President, or Vice-President if a reimbursement is made payable to the either the President or Treasurer.**
  - B. Treasurer must provide financial updates included collections, deposits, and expenditures, at regular intervals to the organization executive board and general body membership.**

### **Article V: Removal of Officers**

- Section 1: **Officers failing to fulfill the given responsibilities and duties may be removed by the regular members of the Organization.**
- Section 2: **The removal of an officer requires a 2/3 vote of a quorum following the notification of the officer in question. Such notification shall be provided in writing no less than seven working days prior to the vote.** (*Consider adding a section about providing the officer in question the opportunity to defend his/her position in front of the membership of the Organization prior to such a vote.*)

### **Article VI: Replacement of Officers**

*(Talk about what you will do if an officer leaves mid-term or needs to be replaced. You may use the following wording).*

- Section 1: [In the case where the office of President is vacant, the Vice-President will immediately fill the position.]
- Section 2: [All other executive board positions found to be vacant shall be filled by election immediately.]
- Section 3: [All other positions should be filled through appointment or election.] (*This section should only be included if the organization outlines positions that are not part of the executive board.*)

## Article VII: Meetings

- Section 1: **A regularly scheduled general meeting shall be held at least** *(Specify an amount that is at least once a semester.)*. **The officers may call additional meetings when the need arises.**
- Section 2: **A quorum shall consist of** *(The quorum is identified as the minimum number of members who must be present at a meeting in order for business to be conducted legally. Specify an appropriate percentage that when calculated should be set at a number of members greater than 50% of the total number of members in the club, excluding officers. This should apply to executive as well as general meetings. Usually this number is between 20-40%)* **the regular members.**
- Section 3: **A quorum shall be present in order for any official business to be conducted. Official business shall include elections of officers, setting of dues and any other major decisions affecting the Organization.**
- Section 4: **Parliamentary Authority** *(List type of meeting management your organization follows. The current edition of Robert's Rules of Order, Newly Revised, is typically used.)*.

## [Article VIII: Committees]

- Section 1: [The officers of the Organization shall have the authority to create any committees, standing or special, that will further the purpose of the organization.]
- Section 2: [*(List the committees, who is in charge of committees, and what their duties are.)*]

## [Article IX: Affiliation]

*[If your organization has any national, state, or local affiliation, include that information here. If this article is used, it must be used exactly as written here.]*

**[This Organization shall be affiliated with the** *(Insert the name of the national or local organization.)* **and shall abide by its constitution and by-laws in all cases where there is not conflict between their constitution and by-laws and this constitution and/or the rules, regulations, or policies of Marquette University. In instances of conflict, this constitution and/or rules, regulations or policies of Marquette University shall take precedence over the constitution or by-laws of** *(Insert name.)***.]**

## Article X: Amendments

- Section 1: **All amendments to this constitution require notice of one week prior to being discussed and voted upon.**
- Section 2: **All amendments require a 2/3 vote of a quorum for adoption.**
- Section 3: **Amendments become effective only after approval by the Office of Engagement and Inclusion.**