



CLUBS AND ORGANIZATIONS CONSTITUTION

By definition an organization is a “body of persons organized for some specific purpose, as a club, union or society.” The process of constructing a constitution will clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will allow members and potential members to have a better understanding of what the organization is all about and how it functions. It will provide a structure to aid future leaders of your organization to insure that the group continues on a sound course. If you keep in mind the value of having a written document that clearly describes the framework of your organization, the drafting of the constitution will be a much easier and more rewarding experience.

ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

Section 1. Name

This organization should be known as

Section 2. Purpose

The purpose of this organization shall be to:

1. _____

2. _____

3. _____

ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS

Section 1. Membership Requirements

A) Membership in this organization shall not be denied to any student at Azusa Pacific University, on the basis of race, ethnicity, gender, or physical handicap.

B) The following Azusa Pacific University students are eligible for membership (check all that apply):

- All students of approved University standing
- Students from a particular area of study _____
- Students that meet some selection criteria approved by Communiversality (i.e.: try-out, academic honors, etc.)

Other _____

B) To maintain membership eligibility members must:

Maintain a minimum _____ GPA

Not miss more than _____ meetings in a row and _____ total meetings overall.

Other _____

Section 2. Privileges of membership

List and describe any special privileges of membership:

1. _____

2. _____

3. _____

ARTICLE III. OFFICERS

Section 1. List of Officers

The officers of this organization shall be (check all that apply):

President - shall preside at all meetings of the organization. He/She shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. He/She has further powers and duties as prescribed by the organization.

Vice-President -presides at the organization meetings in the absence of the President. He/She performs all legal duties assigned by the President. He/She notifies all members of the organization meetings.

Secretary - takes minutes at all meetings of the organization, files minutes and submits required copies to all organization members. He/She is responsible for all organization correspondence and keeps copies of all correspondence on file. He/She acts as historian and maintains all records of the organization.

Treasurer - handles all financial affairs and budgeting of the organization.

Other

Section 2. Qualifications for Officers

A) To qualify to be an officer the student must have (check all that apply):

- Been a member of the organization for a year
- Been a member of the organization for a semester
- No previous membership requirements
- Other _____

B) The office of President must be held by a (check all that apply):

- Senior
- Junior
- No class standing requirement
- Other _____

ARTICLE IV: MEETINGS

Section 1. Frequency of regular meetings

The regular meetings for this organization shall be held (check one):

- Weekly
- Bi-weekly
- Monthly
- Bi-monthly (Note: All clubs are required to meet at least bi-monthly)

Section 2. Provisions for calling special meetings

Special meetings may be called at any time by _____

ARTICLE V: ADVISORS

Section 1. Selection and Qualification

A) The advisor of this organization shall be selected by _____ with the advice and consent of the organization members

B) The advisor must meet the following criteria (check all that apply):

- Any full-time staff member
- Any full-time faculty member
- A full-time staff/faculty member from the _____ department
- Have a specific experience or expertise in:

- Other _____

Section 2. Duties and Responsibilities

A) The advisor shall present at all official meeting and shall have the right to:

- Vote

- Voice only
- B) The advisor shall represent this organization at all meetings of student organization advisors.

ARTICLE VI. METHOD TO AMEND THE CONSTITUTION

Section 1. Amendment Guidelines

A) Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.

B) Approval by 2/3 of the voting members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

Section 2. Amendment Filing Procedure

A) A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Communiversity with the Clubs and Organizations Coordinator

ARTICLE VII. RULES OF ORDER

Section 1. Parliamentary Authority

A) The following organization _____ accepts “Roberts Rules of Order” (newly revised) as its Rules of Order. Any issue not directly written in this document will be resolved by referring to the Roberts Rules of Order.

ARTICLE VIII. STATEMENT OF AFFILIATION

Is your club or organization affiliated with an off-campus organization or national chapter?

- Yes
- No

If Yes, please submit a copy of your affiliated group’s by-laws and or constitution. If the affiliated by-laws are omitted from this application packet, the club activation will not be completed and your club will remain unrecognized

FOR OFFICE USE ONLY			
Year/Date Constitution passed: _____			
Revised Constitution required by: _____			
By-laws and or Constitution submitted? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			
			CC: 05/05