

CONTACT INFORMATION

CONSTITUTION OF

(Name of Student Organization)

Advisor's Name

Email

Date

President's Name

Email

Date

**FIVE GROUP MEMBERS WHO ARE CURRENTLY ENROLLED
STUDENTS AT UNK**

Student's Name

Email

Date

Student's Name

Email

Date

Student's Name

Email

Date

Student's Name

Email

Date

Student's Name

Email

Date

FOR SENATE USE ONLY

Constitution Received _____

Date

Constitution Approved _____

Date

Selection Chair's Signature

Date

Writing a constitution

If your group needs assistance writing a constitution, feel free to contact the Selections Chairperson or any Student Senator for help. You may also contact the Office of Student Engagement Office at 308-865-8523.

Every organization must follow standardized criteria and procedures. Without these, meetings may be unproductive and day-to-day operations inefficient. The guidelines laid out in this document are provided to outline a consistent pattern for all organizations.

In addition to a constitution, your organization may also have by-laws, explained below.

CONSTITUTION: The constitution provides the most fundamental and broader rules for your organization. Suggestions for the content of the constitution are listed at the end of this section.

BY-LAWS: Policies and Procedures that are necessary for your organization to operate day-to-day, but are not appropriate for your constitution, should be included in the by-laws. If your organization changes a policy frequently, it should not be included in the constitution. The by-laws provide an easier way to update operations, but the purpose and philosophy in your constitution should be quite permanent.

Constitution Template

University of Nebraska at Kearney

Article I – Name

It is not necessary for organizations to follow the exact wording of the sample constitution. The sample constitution is intended to serve as a guide in authorizing and/or revising the constitution.

Section 1. The name of this organization shall be _____

Section 2. The organization is affiliated with _____
(Insert national affiliation if applicable. Otherwise, Article 1 is composed of only Section 1. In such cases, it is not necessary to indicate “Section 1” but list the name of the organization without indicating a section number.)

Article II – Statement of Purpose

The object of this organization will be to _____
_____.

Article III – Membership

Section 1. Membership in this organization is open to _____
_____ (insert qualifications). It is necessary to include a non-discriminatory statement. The following are examples that the Selections Committee deems appropriate for the non-discriminatory clause.

1. "Active membership is open to all UNK students in accordance with Student Senate and the UNK non-discriminatory clause."
2. "Membership in this organization is open to any student, regardless of race, color, gender, national origin, religion, creed, sexual orientation, or physical disability, who is currently enrolled at the University of Nebraska at Kearney and has a sincere and genuine interest in promoting the goals and objectives of this organization."
3. Define Membership, for example: Attendance, help at events, etc.

Section 2. State the various categories of membership and what each category entails.

Article IV – Officers

Section 1. Designate the officers. (Example: The officers of this organization shall be a president, vice-president, secretary, etc.)

Section 2. State the qualifications members must have to hold an office. (Example: Must be a member of the organization for one year before holding office.)

Section 3. Specify the duties of the officers.

Section 4. State the procedure to follow for removing an officer from his or her position. (Example: $\frac{3}{4}$ vote of the membership of the organization.)

Section 5. Define a method of election. (Example: A majority of all votes cast shall be necessary to constitute an election.)

Section 6. State how vacancies in offices will be filled. (Example: By special election, appointed by executive committee, etc.)

Article V – Advisor

State provisions for the selection of an advisor. (Example: Two advisors shall be selected by the organization. They must be approved by a $\frac{3}{4}$ vote of the committee.)

*(Note**Each organization must have at least one advisor who is a member of the Faculty, Staff, or Administration of UNK*)*

Article VI – Elections

Section 1. Define the date of election and length of term of office. (Example: All members shall be elected at the _____ specific meeting.)

Section 2. State how nominations for your organization will be made. (Example: All interested persons can fill out applications and return them to the appropriate office.)

Article VII – Meeting and Quorum

Section 1. State how often meetings shall be held: monthly, weekly, etc.

Section 2. State the provisions for special meetings. (Example: Special meetings may be called by the president or any three members.)

Section 3. State the percentage of active membership needed for quorum. (Example: Fifty-one percent or more of membership is necessary to constitute a quorum.) *A quorum is the number of members necessary to transact business.

Article VIII – Finances

Section 1. State the source of funds. (Dues, special assessments, contributions, etc.)

Section 2. State the method of expenditure of funds. (Example: funds shall be expended upon the authorization of the organization by a majority vote of those present or, in case of an emergency, upon the approval of the president or treasurer and the advisor.)

Section 3. State which persons in the organization have the authority to make expenditures. (Example: All charges must have the signature of the advisor, president, and treasurer.) *There should always be at least 2 officers/advisors to make a transaction.

Article IX – Executive Board (optional)

Section 1. State who shall comprise the Executive Board.

Section 2. State functions and duties of the Executive Board.

Article X – Committees

Section 1. State the names and duties of the various committees in the organization.

Section 2. State the means of forming new committees.

Article XI – Amendments

Section 1. Make provisions for amending the constitution. (Examples: This constitution may be amended at a regular meeting by 2/3 vote of all members. The proposed amendments shall be submitted in writing to all members of the organization at least seven days before being voted upon.) No constitution or by-laws should be amended by less than a 2/3 vote.

Section 2. Include the following or similar statement: “Amendments to this constitution shall become effective upon approval of the organization by the Selection Committee of Student Senate and the full Student Senate.”

Article XII – Ratification

Make provisions for ratifying the constitution as it currently reads. (Example: 2/3 vote of all members.)

After the constitution is written

After a constitution has been completed, it must be submitted for review by the Student Senate Selection Committee. The committee may suggest changes deemed necessary to follow the guidelines. To submit your new organization and your constitution, do so via Engage by clicking “Register New Organization”.

After the constitution is reviewed and approved by the Senate Selection and Constitutional Review Committee, it will be presented to the full Senate at its next regularly scheduled meeting. At the next meeting, action on the proposed constitution will be taken. Representatives from the potential organization should be present at the Selection and Constitutional Review Committee and must also be present at the Student Senate general assembly meeting for the constitution to be presented, and questions to be answered as necessary.

Revised 9/14/22