**Sample Constitution for Registered Student Organizations**

Article I. The name of the organization will be \_\_\_\_\_\_\_\_\_\_.

Article II. Purpose (state your organization’s purpose and function concisely)

Article III. Membership

Section 1. Outline eligibility requirements as the organization defines them. All organizations must have at least five members to be considered active. It is essential that a majority of members and all of the officers be in good academic standing.

Section 2. Method of selecting members (do they have to apply, belong to a certain major, etc., or can anyone join?)

Section 3. **This statement must appear in all constitutions:** The organization will not discriminate on the basis of race, color, age, religion, sex, ethnicity, nationality, disability, sexual orientation, gender identity, or veteran status.

**Note:** If your group is a single-sex organization (such as a recognized social fraternity or sorority group) please list the non-discrimination clause outlined by your national organization instead of this statement.

Article IV. Officers

Section 1. Election process

A. Nomination procedures

B. Required qualifications of officers (GPA, number of years in the organization, etc.)

C. Election procedure (timeline, how votes are cast, etc.)

D. Term of office

Section 2. Duties of officers (outline duties of each specific officer position)

Section 3. Procedure to fill vacancies that arise during the year

Section 4. Impeachment procedures (conditions that might necessitate impeachment, how impeachment process begins, options for individual facing impeachment to state their case)

Article V. Advisors

Section 1. The qualifications and method of selection (don’t type in the name of the advisor because as it changes, you will have to change your constitution)

Section 2. Role of the advisor

Section 3. **This statement must appear in all constitutions:** Advisors are responsible for ensuring that the organization adheres to the rules and regulations of Westminster College.

Article VI. Meetings and procedures

Section 1. Frequency

Section 2. Quorum (minimum number of members required to be in attendance for a meeting to take place)

Article VII. Finance (If dues or membership fees are required, it must be stated in the constitution.)

Section 1. Specify dues and membership fees

Section 2. Procedures for spending and accounting for all funds

Article VIII. Non-Campus Affiliation (if applicable)

Section 1. Name of parent or affiliated group

Section 2. Relationship other than financial (power and purpose of affiliated group should be defined)

Section 3. Financial relationship with affiliate (explain fully)

Article IX. Amendments – Method of Adoption

Section 1. Process of proposing amendments to the constitution

Section 2. Voting procedure for approving amendments (should be specific)

Article X. **This statement must be included in all constitutions**: In order to maintain an active recognized status and be eligible for the privileges that come with recognition, Westminster College Student Organizations must register on an annual basis by the established deadline.