

Sample Constitution

****Items highlighted in blue are required verbatim clauses and cannot be altered in any way****

EXAMPLE: *'The Simpsons' Student Organization of Rutgers Constitution* (Title)

ARTICLE I The name of the organization shall be "The Simpsons Student Organization of Rutgers" (Insert Name of Organization)

ARTICLE II The purpose of the organization shall provide a network for students with a strong interest in The Simpsons television show, by providing a forum for students to discuss, debate and socialize over the love of The Simpsons. (This must be specific, unique and free of duplication from any currently recognized student organization – see [getINVOLVED](#) for current organizations)

Section I The Simpsons Student Organization will hold events such as Show Nights, Trivia Nights, and The Simpsons Family Feud.

- Simpsons Show Nights are nights in which student members gather to watch episodes of the Simpsons show.
- Simpsons Trivia Nights are nights filled with a variety of games revolved around the famous TV Show. Winners will have the opportunity to win prizes such as gift cards or the complete Simpsons' series on DVD.
- The Simpsons Family Feud is an event where teams of Simpsons' lovers are able to compete. Questions will relate to the show and the winners will get a grand prize.

(There must be 2-3 examples of how you plan to support the organization's mission on campus. This may be through events, programs, projects, etc. The events are hypothetical and should be used as a starting point for your organization to base future events off of.)

ARTICLE III *Membership shall be open to all Rutgers University students and must comply with federal laws prohibiting discrimination on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, and veteran status, and any other category protected by law.****

ARTICLE IV The officers of the Executive Board shall be President, Treasurer, and "additional". (All Student Organizations MUST have a Primary officer such as a President/Editor-In- Chief, a Treasurer, and one additional officer such as a Vice President/Managing Editor, Secretary). Descriptions should vary depending on your organization's needs.

Section I The PRESIDENT will be responsible for overseeing all organizational meetings, and seeing that the organization meets its stated goals. The President is responsible for the organization and its actions, and is its representative.

Section II The TREASURER shall be responsible for all financial transactions of the organization. The Treasurer shall keep current and accurate records and reports of the organization's financial matters and shall be jointly responsible with the President for approval of all financial transactions with or for the organization and its financial assets.

Additional Officers (Student Organizations MUST have at least one additional officer):

Section III The VICE PRESIDENT will serve in the absence of the President and will serve as chairperson to any of the organization's committees and will oversee all recruitment and retention endeavors for the organization.

Section IV The SECRETARY shall record all activities and events of the organization. The Secretary will be responsible for all official correspondence of the organization both internally and with the University and outside agencies. The Secretary will also attend and keep minutes of all Executive Board meetings.

ARTICLE V The officers will preside over the election and will tabulate the results unless an incumbent officer is a candidate and in such cases he/she shall not tabulate the results. Nominations shall be made either from the floor or by self-nomination. Elections will take place by Spring Break and will be made by secret ballot, with a majority vote for election. **(There must be a Democratic Election Process. It doesn't have to be the same format, but it is required)**

Section I Nominations shall precede elections by approximately one week.

Section II Any student may only hold one office on the executive board at a time.

Section III If no valid candidates are elected for a particular office, the Executive board shall vote upon an individual to fill the vacancy within three weeks. If at that time no candidate can be found for the vacancy, one of the continuing executive board members shall serve in the vacancy duty until a valid candidate can be elected by the organization's members..

Section IV Elections shall take place every year, and Executive Board members may serve more than one term (one year) of office if and only if they are re-elected.

Section V In the event of a sudden vacancy in any executive office, the remaining executive board shall appoint an interim officer until such time as a proper official election may be held for the office.

ARTICLE VI An officer can be removed from office, through the process of impeachment. Impeachment proceedings may be brought against any executive officer of the organization by any 3 members of the organization. Grounds for impeachment include negligence or abandonment of duty to the organization, severe infraction of University policy while acting under the authority or representation of the organization, or any action which intentionally and maliciously harms the organization and/or any of its members. Such claims must be submitted in writing to the executive board no later than one week prior to a hearing in which all charges will be discussed and decided upon by the executive board. The executive board shall inform the officer of any such charges immediately or as soon as possible of any such claims. The impeachment vote shall be taken at this meeting. The individual being considered for expulsion shall not have a vote and shall not be counted amongst the number of voting members present. A two-thirds vote of the voting members is required to remove a member from office. If the President is the member being considered for expulsion, the Vice President shall run the proceedings. **(There must be an Officer Impeachment Process. It doesn't have to be the same, but it should be a fair and reasonable process)**

ARTICLE VII Any member may propose an amendment to this constitution in writing, provided to the executive board at least one week prior to a vote by membership. A 2/3 majority shall amend this constitution, subject to the approval of the Division of Student Affairs. **(There must be an Amendment Process. It doesn't have to be the same, but it is required)**

ARTICLE VIII Active membership/ voting rights shall be determined on the basis of attendance at a minimum of (X number) of (ORGANIZATION NAME) events and/or meetings before the organization's spring elections. **(This is an optional clause and can be tailored to your organization's needs).**

ARTICLE IX *This organization shall abide by all applicable laws of the State of New Jersey and the United States. ****

ARTICLE X *This organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by the Division of Student Affairs and by the rules and regulations of the Board of Governors. ****

ARTICLE XI The dues for membership will be determined by the officers and must be approved by a majority vote by the members and will not exceed \$5.00 per semester. Members are not required to pay dues. Dues will be used to help the organization in raising funds for items not funded by the RUSA Allocations Board. **(This is an Optional clause. It can be changed or removed, but if you require dues, your organization will not be funded by any of the allocations boards.)**