The Constitution of **[Enter Organization Name Here]**
of Grand Valley State University

**Preamble:**

[We, the… (FILL IN YOUR MISSION STATEMENT)]

**Article One:** Name

*The name of the organization shall be* [Enter Organization Name Here].

**Article Two:** Purpose

The purpose of this organization shall be to provide [Enter Organization’s Purpose Statement (should be different than mission statement)]

**Article Three:** Affiliation with Other Organizations

The [Enter Organization Name Here] is affiliated with the [Name of Local, State, or National Affiliation, if applicable].

**Article Four:** Membership

*Section One: General Assembly Membership*

4.1.1 The membership of [Enter Organization Name Here] shall consist of any interested student currently enrolled at GVSU. It is the policy of GVSU and [Enter Organization Name Here] that no person on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight shall be discriminated against.

4.1.2 Membership Expectations: [Enter your membership expectations, ex. Attendance, GPA, attire, conduct, etc.]

4.1.3 Selective Membership Criteria: [Enter your membership criteria, if applicable (ex. GPA, class standing, etc.)]

*Section Two: Dues and Fees*

4.2.1 A membership fee of $ [Membership Fee Amount] will be due of all members [each semester or each year].

**Article Five:** Executive Board

*Section One: Description*

5.1.1 The Executive Board shall consist of [a minimum of 4 e-board members required] core members: [Enter the title of each e-board member (recommended titles: President, Vice President/Risk Manager, Financial Officer, and Membership Officer)]

*Section Two: Qualification*

5.2.1 Each Executive Board member must be registered for at least six semester hours of credit at GVSU.

5.2.2 Each Executive Board member must carry a 2.0 cumulative GPA and be in good academic standing with the University.

*Section Three: Elections*

5.3.1 The officers shall be nominated by [Whom? (General Assembly, etc.)].

5.3.2 The officers shall be elected by [Whom and what process? (General Assembly, Majority Vote, etc.].

5.3.3 The New Executive Board shall serve from [Month, Year] to[Month, Year].

**Article Six:** Executive Board Responsibilities

*Section One: President*

6.1.1 Preside at all meetings of [Enter Organization Name Here].

6.1.2 Create an agenda and plan for organization.

6.1.3 [Other duties as assigned…]

*Section Two: Vice President / Risk Manager*

6.2.1 Address any duties deemed necessary by the organization and/or the President.

6.2.2 Perform the duties of the President in his/her absence.

6.2.3 [Other duties as assigned…]

*Section Three: Membership Officer*

6.3.1 Manage and update LakerLink rosters with active members, retire old members, etc.

6.3.2 Responsible for recording the minutes and attendance for each meeting.

6.3.3 [Other duties as assigned…]

*Section Four: Financial Officer / Treasurer*

6.4.1 Continually update all financial records including both on and off-campus accounts.

6.4.2 Submit GVSU Student Senate Appropriations funding requests (campus programming, travel, etc.) and attend assigned funding meetings as required.

6.4.3 [Other duties as assigned…]

**Article Seven:** Advisors

*Section One: Advisors*

7.1.1 The Advisor(s) of the [Enter Organization Name Here] shall be chosen by [Process (General Assembly Approval, etc.)]. Each advisor shall serve his/her term from [Month, Year] to [Month, Year].

7.1.2 [Insert expectations of Advisior (Ex: Attend monthly meetings)]

**Article Eight:** Meetings

*Section One: Meetings*

8.1.1 The first general assembly meeting in the fall semester shall be held within the first three weeks of the semester.

8.1.2 General Assembly meetings shall be held [How often? (Frequency)],[Time], and [Location].

*Section Two: Quorum*

8.2.1 Quorum (number of members required to conduct business) shall be composed of [Number or Percentage] of the membership.

**Article Nine:** Amendments

*Section One: Proposed Amendments*

9.1.1 [Process (Ex. – All proposed amendments must be presented to the President in writing.)] is required to propose an amendment to the constitution.

9.1.2 The President must have the proposed amendment [Period of Time (One week, etc.)] before an amendment may be voted upon.

9.1.3 [Percentage, etc.] vote is required to pass an amendment.

**Article Ten:** Impeachment

*Section One: Executive Board*

10.1.1 Impeachment proceedings and charges may be moved by [Whom (any member, etc.)].

10.1.2 A vote of [Number or Percentage] of the members is necessary for impeachment.

**Article Eleven:** Roberts Rules of Order

*Section One: Roberts Rules of Order*

11.1.1 Look to “Roberts Rules of Order” to resolve any disputes, conflicts, or rulings.

**Article Twelve:** Dissolution

*Section One: Dissolution*

12.1.1 Upon the disbandment of the organization, off-campus and non-Office of Student Life assets and funds should be donated to [Non-profit Organization (of your organization’s choice)]. **(The designated non-profit organization must be chosen and listed now to complete this document)**

Ratified: [Date (ex. January 1, 2016]