

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 an [Enter Organization Name Here] d 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 members (at a minimum designated officers must include a President and Financial 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

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: Secretary

6.3.1 Perform the duties of the President in the absence of the President and Vice President.

6.3.2 Responsible for recording the minutes 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 Regular attendance at all finance board meetings.

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].

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)].

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