

CONSTITUTION & BYLAWS

Constitution Model

*Rules in the constitution should deal with basic processes, which are seldom changed.
Please modify to meet your student organization's needs or develop your own.
Also, feel free to contact the Leadership Program for assistance.*

Constitution of the (name of your student organization) _____
Adopted (date adopted AND latest revision date) _____

Article I (Name)

The name of this organization shall be _____
and hereafter shall be referred to as _____.

Article II (Mission)

It shall be the mission of (name) _____ to (state purpose and need of the student organization. Establish aims which are compatible with the best interests of the university.)

Article III (Membership) (MANDATORY SECTION)

Section 1. To maintain registration of this student organization, we agree to the following regulations:

- A. Abide by the established policies of the University, Board of Regents and the State of Alaska prohibiting discrimination in membership.
- B. Abide by all University policies, campus regulations, federal, state and local laws.
- C. Maintain an advisor who is a member of the UAF faculty, staff, or emeriti.
(Exception: Campus Clubs)
- D. Maintain a current copy of this constitution on file with the Leadership Program.
- E. Maintain a current listing of officers, advisors, and members with the Leadership Program.

Program.

Section 2. All student members must be taking at least 3 credits at UAF.

Section 3. ***(The following statement of nondiscrimination MUST be included EXACTLY as it is printed here!)***

Membership selection is open to everyone without regard to race, creed, color, religion, national origin, sex, gender, age, disability, status as a Vietnam era or disabled veteran, marital status, changes in marital status, pregnancy or parenthood pursuant to applicable state and federal laws.

Article IV (Voting)

Section 1. A quorum will be _____

Section 2. Each member in good standing may vote.

Section 3. Proxy voting is allowed by the following process: _____

Article V (Officers)

Section 1. (Name of student organization) _____ shall have a President, Treasurer, and Advisor (these titles may vary and you may have additional officers). These officers comprise the Executive Committee or Board.

Section 2. Election of officers shall be held (annually/month). _____ At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by a ballot. The person receiving majority vote will be elected.

Section 3. All officers must be members of (name of student organization) _____.

Section 4. Any vacancy that may occur in an office shall be filled by appointment by the president pending ratification at the next group business meeting.

Section 5. The term of office shall be from (month/date) _____ to _____.

Article VI (Amendments)

(statement of procedure to amend the constitution)

Article VII (Dissolution)

(statement of procedure to terminate the student organization as an active, recognized group at UAF)

By-Laws Model

The by-laws should describe how these basic rules are executed.

I. Meetings

- Section 1. The time and place for regularly scheduled meetings shall be _____.
- Section 2. At least _____ days of notice shall be given for each regular business meeting.
- Section 3. Special or emergency meetings may be called with less than _____ (hours/days) notice by the Executive Board.
- Section 4. The meetings shall include a quorum, order of business and disposition of the minutes.

II. Duties of Officers

- Section 1. President
- A. The president shall be the chief executive officer.
 - B. The president shall appoint all committee chairpersons.
 - C. The president, with approval of the executive board, directs the budget.
 - D. Vacancies in offices will be filled by appointment of the President with approval of the general membership.
- Section 2. Treasurer
- A. The treasurer shall keep a current record of all financial transactions.
 - B. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
 - C. The treasurer will perform other duties as directed by the president.
- Section 3. Advisor
- A. The advisor shall assist the group in their execution of roles and responsibilities.
 - B. The advisor shall provide feedback to the student organization regarding its operation and functioning.
 - C. The advisor shall serve as a resource.
 - D. The advisor should provide advice upon request and should share knowledge, expertise and experience with the group.
 - E. The advisor will be a non-voting member of the organization.

III. Committees and Other Working Units

- Section 1. The following committees (other than Executive Board) shall be appointed by the President subject to ratification by the student organization during a regular business meeting.
- A. _____
 - B. _____
 - C. _____
- Section 2. The duties of the standing committees shall include: (provide details of responsibilities respective to the committee)