

Constitution Outline

The following outline suggests some of the essential items that should be included in the constitution of groups seeking recognition as student organizations at Michigan Tech.

Highlighted sections MUST be included; and ***bolded/italicized*** sections must be included verbatim:

- I. Name, Insignia and Affiliation
 - A. Name of the organization.
 - B. Insignia-if applicable.
 - C. Name of any other organization with which the student group will be affiliated.

- II. Aims and Objectives of the Organization
 - A. The aims and objectives of the organization should be stated in such a way as to provide evidence that the organization will:
 1. Make a positive contribution to the welfare of its members and the University (community service).
 2. Be devoid of functions or activities that conflict with the primary purpose of the University.
 - B. The aims and objectives should reflect exactly what the organization wants to accomplish once recognition is received.

- III. Membership
 - A. Qualifications:
 1. Academic grade point requirement if different from the University.
 2. Class standing (if applicable).
 3. Vote (majority, etc.) by current membership needed to accept new members.
 4. Initiation requirements (if applicable and are not secret). Includes statements prohibiting any hazing activities.
 5. This section must be incorporated verbatim:
In compliance with Michigan Technological University's Board of Control Equal Opportunity Policy effective February 24, 2011, the Association will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information or marital status. In addition, the organization is committed to the policy of not discriminating against disabled individuals or veterans.
 - B. Class of membership.
 1. Regular members (should be restricted to Michigan Tech students).
 2. Associate members (Michigan Tech staff and faculty members).

3. Charter members (if applicable).
 4. Honorary members (if applicable).
 5. New Members (if applicable).
- C. Method of dropping members (being certain to insure due process).
- D. Rights and privileges of members (only regular members should have the right to vote and to hold office).

IV. Officers

- A. List all the officer positions needed in the organization.
- B. Qualifications of officers:
 1. Scholastic requirements.
 2. Previous office experience.
 3. Other.
- C. Define the term of the office.
- D. Define how officers are elected:
 1. Nominations (by committee or from the floor).
 2. Election announcements (how and how long before the election).
 3. Type of voting and the vote needed for election. (*Majority vs. plurality: a majority requires 50.1% of a vote, a plurality simply requires the most votes*)
- E. List the duties of all the officers listed in Section IV.A.
- F. Composition of executive board.
- G. Describe how vacancies are filled.
- H. Method of impeachment (being certain to insure due process). *Possible language could include, "An officer may be removed from office on the grounds of malfeasance, misfeasance, or nonfeasance of their duties by a 2/3-majority vote of regular members, at a meeting at which a quorum is present."*

V. Advisor(s)

- A. Definition of advisor
- B. How the advisor(s) is elected. (the following phrase must be included, "...***the name of the desired advisor is forwarded to Student Activities for approval.***")
- C. Term of office for advisor(s).

VI. Committees

- A. Standing committees
 1. List all of the standing committees.
 2. Describe how they are appointed.
 3. What are the responsibilities?
- B. Temporary committees:
 1. How they are appointed?
 2. Describe how long they exist.
 3. What are the responsibilities?

- VII. Dues
 - A. Whether there will be dues, and if yes, how the amount of dues will be determined. (*Do not include the amount in the constitution*)
 - B. When dues must be paid.
 - C. Who must pay dues.

- VIII. Meetings
 - A. Types of meetings:
 - 1. Regular.
 - 2. Special.
 - B. Who may call meetings:
 - 1. Regular.
 - 2. Special.
 - C. Definition of a quorum.
 - D. Parliamentary authority to be used (Robert's Rules of Order-Revised).

- IX. Constitution
 - A. Adoption:
 - 1. Vote needed for adoption.
 - 2. ***It will take effect when approved by Student Activities.***
(this section must be incorporated verbatim)
 - B. Amendments:
 - 1. How amendments are introduced.
 - 2. Notification of members for voting on amendments.
 - 3. Vote needed to approve amendments.
 - 4. ***It will take effect when approved by Student Activities.***
(this section must be incorporated verbatim)
 - C. By-laws (if by-laws are called for in the constitution, they should contain information subject to frequent change. The constitution should contain the information not required frequent revision):
 - 1. Clause reflecting a need for by-laws.
 - 2. Vote needed for adoption.
 - 3. Vote needed for amending by-laws.
 - 4. When by-laws may be adopted or revised (special meeting, regular meeting, etc.).
 - 5. ***It will take effect when approved by Student Activities.***
(this section must be incorporated verbatim)

SAMPLE CONSTITUTION:

CONSTITUTION OF THE CAMPUS VOLUNTEERS ASSOCIATION
DATE (month & year)

Article I Name

- A. The official name of the organization will be the Campus Volunteers Association (CVA) at Michigan Technological University. Hereinafter referred to as the Association.

Article II Objectives

- A. To serve as a resource organization for volunteerism on the Michigan Tech campus.
 - 1. To be a clearinghouse for student volunteer activities on and off the campus.
 - 2. To coordinate volunteer activities in order to utilize the student and financial resources at Michigan Tech.
- B. Student organizations involved in philanthropic activities may join the Association.

Article III Membership

- A. Qualifications
 - 1. Voting membership shall be granted to those persons who are currently registered and enrolled students at Michigan Tech.
 - 2. In compliance with Michigan Technological University's Board of Control Equal Opportunity Policy effective February 24, 2011, the Association will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information or marital status. The organization is also committed to the policy of not discriminating against disabled individuals or veterans.
- B. Class of membership
 - 1. Regular membership shall be granted to any currently enrolled student who indicates an interest and pays the dues.
 - 2. Associate membership shall be granted to those persons who are not registered students but have a commitment to helping others through volunteerism.
- C. Removal of members
 - 1. A member may be disassociated from the organization on the grounds of abusive behavior or behaviors destructive to the organization and/or its purpose.
 - 2. Removal will require a 2/3-majority vote of regular members, at a meeting at which a quorum is present.
- D. Only regular members have the right to vote and hold office.

Article IV

Officers

A. Offices:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Parliamentarian

B. Officer qualifications:

1. All officers must be registered and enrolled Michigan Tech students.
2. All officers must have at least a 2.25 GPA at the time of election.

C. Term of office

1. Elections will take place at the first meeting of spring semester.
2. The officers will begin their term in office immediately following the election and will serve through the election at the first meeting of spring semester the following year.

D. Elections

1. Voting will be by secret ballot with the ballots being counted by the current secretary (unless they are running for an elected position, in which case another officer will take their place) and a member appointed from the regular membership (who is not running for office) and approved by a majority vote of the regular members.
2. A simple majority vote of a quorum of the regular members shall determine the outcome.

E. Officer Duties

1. President: the president shall preside over meetings and organize committees. He/she shall vote only to break a tie vote;
2. Vice President: the vice president shall preside over the office of president when the president is absent and be the chair of the Public Relations Committee;
3. Secretary: the secretary is responsible for meeting minutes and chairing the Membership Committee;
4. Treasurer: the treasurer shall keep records of all income, expenditures, and other financial matters. He/she will prepare a budget before the end of spring quarter/semester with the assistance of the outgoing treasurer. The treasurer also chairs the Finance Committee.
5. Parliamentarian: sees to it that meetings run smoothly. He/she serves as the historian of the Association.

F. Executive Board

1. The executive board is comprised of the officers and advisor(s) (in an ex-officio capacity-*defined as non-voting*) of the Association.
2. They will meet before each meeting to prepare an agenda.

G. Filling vacancies

1. Vacancies are filled in the same manner as regular elections.

2. Vacancies must be filled at the next regularly scheduled meeting.
3. The president can appoint an interim to an office, until such time as the special-election takes place.

H. Impeachment

1. An officer may be removed from office on the grounds of malfeasance, misfeasance, or nonfeasance of their duties by a 2/3-majority vote of regular members, at a meeting at which a quorum is present.

Article V Advisor(s)

- A. The advisor shall be a full-time member of the faculty or staff of the University. He/she maintains continuity, offers guidance, helps cut through red tape, serves as a sounding board, assists officers, and is an all-around resource person.
- A. The Advisor is elected in the same manner as the officers (Article IV, D). The election results are then forwarded to ***Student Activities for approval.***
- B. The term of office for the advisor(s) is one year, renewable indefinitely.

Article VI Committees

- A. Standing Committees:
 1. The Public Relations Committee facilitates positive exposure of the Association through all forms of media including radio, TV, newspapers, electronic display, fliers, table tents, etc. It will maintain a friendly and cooperative relationship with all other campus organizations.
 2. The membership Committee helps recruit new members and monitor the feelings and desires of the current membership. This committee is in charge of all membership awards and the annual spring banquet.
 3. The Finance Committee assists the Treasurer in preparing a budget and makes recommendations for fund-raisers.
 - a. Fund-raisers and membership dues will generate monies.
 - b. The Undergraduate Student Government Allocation Committee will be approached each spring for funding.
 - c. An expenditure over \$10.00 will require approval of the Executive Board.
 - d. An expenditure over \$50.00 will require approval of the regular members.
 - e. Monies will be kept in a recognized banking institution within Houghton county.
 - f. All expenditure checks will require the signature of the Treasurer and Advisor.
 - g. Sound bookkeeping practices will be maintained at all times.

- B. Special committees will be formed as needed.
 - 1. The president with majority approval of the executive board appoints special committees.
 - 2. Special committees exist as long as the president deems them necessary; however, they may not exist longer than one year without being re-approved by the executive board.

Article VII Dues

- A. Payment of dues is a requirement of membership.
 - 1. The treasurer will recommend to the executive board dues for the upcoming year.
 - 2. The executive board will make a recommendation to the general membership for dues for the upcoming year.
 - 3. Dues will be set at the time of the annual officer elections. Dues will be approved by a majority vote of a quorum of the regular membership.
- B. Dues must be paid by the third week of each semester.
- C. Dues are paid to the treasurer.

Article VIII Meetings

- A. Types of meetings:
 - 1. Regular meetings will be held at least once per month during the academic year.
 - 2. Special meetings are defined as those meetings that take place outside of the regularly scheduled meetings.
- B. Who may call meetings:
 - 1. Regular meetings are called by the president and are called based upon a schedule determined at the beginning of each term.
 - 2. Special meetings may be called by the president or at the request of at least three voting members.
- C. Sixty percent of the regular members must be present to constitute a quorum.
- D. Parliamentary authority of the Association shall be *Robert's Rules of Order – Newly Revised*.

Article IX Constitution

- A. Adoption
 - 1. This constitution must be ratified by a two-thirds majority of the charter membership.
 - 2. ***It will take effect when approved by the Office of Student Activities.***
- B. Amendments
 - 1. Any voting member may propose an amendment. This proposed amendment must be in writing and presented at a regular meeting.

2. Members must be notified that a vote will take place on an amendment at least one week prior to the meeting at which the vote is to occur.
3. A vote on said amendment will be taken at the next regular meeting to allow the membership to discuss and/or debate the pros and cons of the amendment. A two-thirds majority of the regular membership is required for passage.
4. *It will take effect when approved by the Student Activities.*

Sample