

PREAMBLE

“We the members of [name of organization], subscribing to the regulations and policies of Temple University, establish this Constitution to govern the matters within our organization.”

ARTICLE I- IDENTIFICATION

Section 1 Name

“The name of this organization shall be [name of organization].”

Provide complete, official name, specific and variations on the name which the organization might use in business it conducts. The name of the organization must be clearly stated. This will be the official name of the group, which will appear in publications. The name must reflect the nature and activities of the club. If included, the name “Temple University” must be at the end of the Organization name (i.e. Performing Arts Club of Temple University).

Section 2 Affiliations

Identify any affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.

ARTICLE II- PURPOSE

Section 1 Purpose

“The purpose of this organization shall be to...”

The purpose of the organization must be clearly stated and reflect the events and activities the group hopes to coordinate. Be as detailed as possible with your statement, since your group will be limited to the purpose listed here. The purpose of the organization must be focused towards your intended audience (i.e. students), and not to serve other campus or non-campus constituencies.

ARTICLE III- MEMBERSHIP

Section 1 Membership

Identify who is eligible for membership? List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. Please note, Student Activities policy stats that membership in registered student organizations is limited to full or part-time students (undergraduate, graduate, professional or continuing education) students enrolled for at least one (1) semester hour of Temple University. What are the rights of the different members? If desired, include benefits and privileges of membership.

Please read our Non-discrimination Policy before writing this section:
<http://studentactivities.temple.edu/policies-forms>

Section 2 Removal of Membership

How may a member be resign from the organization? How may membership be terminated? State how a member is removed, such as who initiates the decision, what type of vote required to remove the member, and how the member in question can appeal the decision.

Be sure to include a membership termination process which explicitly outlines each step. An effective process typically includes:

1. Initial notification and meeting with the member to discuss the issues — reference specific descriptions from constitution, create an action plan, etc.
2. Follow-up meeting after specific time period (ex. 30 days) — were there improvements?
3. Final meeting with member **and advisor** to determine proper course of action
4. Option for a member to appeal removal and the steps to do so.

ARTICLE IV- MEMBERSHIP FEES

Section 1 Dues

“All members must pay an annual membership fee of...”

Will dues be required and if so, how much, how often, and to whom are they paid? What is the payment procedure if a member joins in the middle of the year or semester?

Section 2 Categories of Membership

Will there be different categories of membership?

“Members who are current on their dues payment shall be classified as ‘active’ members. Only active members may participate in organization activities.”

ARTICLE V- OFFICERS

Section 1 Officer Eligibility, Roles, Responsibilities

“The officers of this organization shall consist of...”

What positions make up the executive board and who may qualify for each office (GPA requirement*, necessary experience, or years served the executive board, etc.)? State the number of officers, their titles, and their general duties and responsibilities. The clearer the responsibilities are, the easier it is for the officers to understand and take ownership for them.

*Student Activities recommends establishing a minimum GPA for officers. Our suggestion is at least a 2.5, which is .5 below the average GPA of Temple's student body for Spring 2015. We value student organization involvement as co-curricular experience, meaning a student's academic responsibilities should be their top priority. Setting a minimum GPA requirement for officers serves as a support system for responsible involvement.

Section 3

"The term of office shall be..."

Identify the period of time that each officer will serve in the role.

Section 4

"Provisions for removal of an officer shall be..."

How may an officer be removed? State how an officer is removed, such as what type of conduct warrants removal, who initiates the decision, what type of vote required to remove the officer, and how the officer in question can appeal the decision. It is wise to document all instances in which an officer is removed. For advice on dealing with this situation, please meet with the Program Coordinator for Student Organizations.

What if an officer steps down from the role? What procedure is to be followed in the event of a vacancy?

Be sure to include a dismissal process which explicitly outlines each step. An effective dismissal process typically includes:

1. Initial notification and meeting with the officer to discuss the issues — reference specific position descriptions from constitution, create an action plan, etc.
2. Follow-up meeting after specific time period (ex. 30 days) — were there improvements?
3. Final meeting with officers **and advisor** to determine proper course of action
4. Option for officer to appeal removal and the steps to do so.

ARTICLE VI- ELECTIONS

Section 1

“Election of officers shall be held...” and “The procedures for voting shall be...”

How frequently will you host elections? What methods will you use to elect new officers (voting, interviews, etc.)? Will there be a secret ballot or hand/verbal vote? are the requirements or other conditions that members must meet before becoming candidates for office? How will the position be posted? Who is eligible to vote? How many members in attendance make up a quorum in order for the vote to be valid (see below for information about quorums)?

Section 2

“Provisions for filling unexpected vacancies shall include...”

What is the process if you need to hold elections outside of the normal time-frame (in the event an officer steps down from his/her position)?

Article VII – MEETINGS

Section 1

“Regular meeting of this organization shall be held...”

How frequently will your meetings take place- weekly, biweekly, monthly, bimonthly, etc.? Specify the person responsible for notifying members of upcoming meetings and the method(s) of notification.

Section 2

“When making decisions as a group in our meetings, a quorum shall consist of [x] voting members or a percentage of voting members present at any meeting.”

A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization. State the rules of order or procedure to be used during meetings. Cite the specific source or authority to be used in deciding questions of parliamentary procedure).

Article VIII – ADVISORS

Section 1

“There shall be [x] number of full-time faculty/administration advisors who shall be members ex-officio with no voting privileges.”

How many advisors will you have to help your organization? Temple University requires each registered student organization to have at least one, full-time faculty or administration member as an advisor for a registered student organization.

Section 2

“The advisor shall be selected...”

Describe the frequency your organization shall select a new advisor. Are there any requirements about who that person shall be (department, school, etc.)? How will that person be selected? Which officers or members are involved in the search process?

Section 3

“The advisor shall be responsible for...”

Describe the duties or responsibilities of the advisor. What are your org’s expectations for his/her involvement? Making your expectations clear for your advisor from the beginning sets the advisor-organization relationship up for success.

Article IX – DISBURSEMENT OF FUNDS

Section 1

“All disbursements of funds must be approved by...”

Who are the people responsible for approval of using organizational funds (president, vice-president, treasurer, advisor, etc.)?

Section 2

“Reimbursement of expenditures will only be accepted for members who have retained an original, itemized receipt and a description of the expenses incurred.”

Section 3

“Any expenditure in excess of [\$xxx.xx] must be approved by a majority of the organization officers”

In an effort to provide a system of checks and balances for your organization's finances, set an amount that must first be approved by the executive board.

Section 4

"All financial transactions of the organization will be managed through..."

Will your organization utilize a Temple University Account through Student Activities or do you wish to open an account at PNC, PFCU, or non-university other financial institution? Who are the officers (and/or advisor) that will have access to this account?

Article X – AMENDMENTS

Section 1

"The constitution may be amended by a vote of..."

How may your officers and members update your constitution? How many people are needed to vote on amendments? Include any requirements for the form or manner in which the amendment is written; any limitations for the presentation or ratification of an amendment, and what margin of votes an amendment shall be required to receive for passage.

President, Signature

Date

Vice-President, Signature

Date

Have all officers sign and date your constitution.

Your constitution must be typed. Items listed above that are not appropriate for your organization should be included, but you can write that they do not apply. For example, if there are no membership dues, create the section for dues but write, "There are no membership dues."

Several items may be combined (e.g. "meetings" and "Parliamentary Procedure" may be included under the heading "Operations Procedures"). A more detailed description of the above may be found in Roberts Rules of Order. For further information, consult with the Program Coordinator for Student Organizations in Student Activities.