**Sample Constitution**

**Please note that your Constitution does not need to follow this template exactly. You may add or change information as necessary for your organization. However, Article VII section 2 and Article VIII of the below Constitution must be included.**

**Sample Constitution**

**Constitution of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Millersville University**

**\* Millersville University cannot be at the beginning of your organizations name**

**Article I. Name and Purpose**

**Section 1.** **Name.** The name of this organization shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2. Purpose.** The purpose of this organization shall be to \_\_\_\_\_\_\_\_\_

**Article II. Members**

**Section 1. Eligibility.**  Any current student of Millersville is eligible to join this organization.

Section 2. Active Membership: Any member who attends at least two thirds of all organization events shall be considered an active member.

\*Student Senate strongly recommends that active membership be defined

**Section 3. Dismissal.** Any member shall be dismissed by a vote of two-thirds of the total membership.

\*You may think about adding a section relating to dismissal reasons and proceedings

**Article III. Officers**

**Section 1. President.**

              A. The President shall preside at all meetings.

              B. The President shall speak for the organization at events and public occasions.

**Section 2. Vice President.**

              A. The Vice President shall succeed the President in the event a vacancy occurs

              B. The Vice President shall be judge of all elections.

              C. The Vice President shall preside at meetings when the President is absence.

              D. The Vice President shall speak for the organization when the President is not available.

**Section 3. Treasurer.**

              A. The Treasurer shall be responsible for handling the funds of the organization.

              B. The Treasurer shall keep a report of all transactions of the organization.

              C. The Treasurer shall handle the allocation process of Student Senate.

**Section 4. Secretary.**

A.    The Secretary shall record and distribute minutes of the meetings.

B. The Secretary shall handle sending and receiving correspondence and mail.

**Article IV. Advisors.**

**Section 1.** The Advisor shall be appointed by the President and approval of a majority of the organization.

\*The way the advisor is appointed/elected is up to the organization

Section 2. Detail the expectations of the organization for the advisor; meaning what role should they play.

**\*This is very important: the organization will not be passed through the Constitution Committee without this language.**

**Article IV. Meetings.**

**Section 1. Place and Time.** The place and time of the meetings shall be designated by the Executive Board.

**Section 2. Procedure.** The Business of the organization shall be conducted in accordance with the current edition of Robert’s Rules of Order, except where it conflicts with this Constitution.

**Section 3. Quorum.** Two-thirds of members shall constitute a quorum.

**Article V. Committees.**  
  
       **Section 1. Executive Board.**

              A. The Executive Board shall be composed of all officers and two members, one elected  by the membership and one appointed by the President.

              B. The Executive Board shall create the Agenda.

              C. The Executive Board shall exercise any other powers delegated to it by the membership.

**Section 3. Committees.** The organization shall create any committees to carry out its business.

**Article VI. Elections.**

**Section 1. Officers.** Officers shall be elected at a day in April designated by the Executive Board, and must be current members of the organization in good standing.

**Section 2. Vacancy.** Any Officer position, which has been vacated, shall be fill with an in-house election at the next meeting.

**Article VII. Amendments.**

**Section 1. Proposed Amendments.** Proposed Amendments shall be distributed to the membership one meeting prior to voting.

**Section 2.  Valid Amendments.** All amendments to this Constitution shall not be

             valid until approved by a two-thirds vote of the membership, the Constitution

            committee, and the Student Senate.

**Article VIII. Dissolution**.

**Section 1.** If this organization is dissolved, all remaining allocated funds shall be forfeited to the Student Senate after all outstanding bills are paid.