

[Name of Student Organization]
Constitution

*The following outline is an example of a student organization constitution. You should review each section and select or modify accordingly. The sections with an * are required sections that must appear in the organization's Constitution. If additional help is needed, please contact the Office of Student Life.*

Article I: Name of Organization

Section 1: The name of this organization shall be...

Article II: Purpose of Organization

Section 1: State the general purpose of the organization

- a. To serve as a forum for...
- b. To promote the growth of...
- c. To serve the college by...
- d. To foster the continued interest in...

In this portion, you may want to address exactly what your group is hoping to accomplish. Is it a political, cultural, or social group? What kinds of activities will you be engaged in? How will you benefit the C.U. Denver community? What is your mission? You may also want to describe any initiatives or projects of the group here. For example, if your group creates a publication or has a signature event every year, you may want to discuss that here.

Article III: Qualification for Membership

Section 1: State the requirements for general membership to the organization.
(i.e. G.P.A, fees, attendance, community service, etc.)

Other issues you may want to address:

Is the paying of dues a requirement of membership? If so, how will you ensure that your organization is open to all students regardless of ability to pay dues?

Does a member need to formally resign? How should this take place?

Do you allow members of the outside community participate in activities or programs (alumni, wider community, etc.)?

Article IV: Structure of Organization

Section 1: Officers

- a. *President (REQUIRED)
- b. *Treasurer (REQUIRED)

- c. Vice President
 - d. Secretary
- Section 2: Term of Office:
State the term length beginning on this date and ending on this date.
- Section 3: Qualifications:
Outline the qualifications for each of the officers.
- a. ***Non Discrimination Clause (REQUIRED)**
“Discrimination on the basis of race, gender, creed, color, national origin, age, disability, or sexual orientation, by any individual or unit of this organization is prohibited. A cause of action is created under this article for any individual who feels that he/she has been discriminated against in violation of this section”
 - b. Be a current CU Denver student with a minimum GPA of 2.0
 - c. Be in good standing with the University
 - d. Have been an active member of the organization for at least one semester
- Section 4: Duties
Outline the duties of each of the officers.
- a. President
 1. *Update and maintain current and accurate information to the Office of Student Life
 2. Preside over all meetings
 3. Appoint committees
 4. Other duties...
 - b. Treasurer
 1. *Update and maintain current and accurate account information with the Office of Student Life
 2. Work in conjunction with the Office of Student Life in all financial matters concerning the organization
 3. Other duties...
 - c. Secretary
 1. Take and post minutes of all meetings
 2. Other duties...
 - d. Vice President
 1. Assume the duties of the President in his/her absence
 2. Other duties...

Article V: Faculty Advisor

Section 1: Role of the Advisor

Outline how the Faculty advisor should assist the organization.

Section 2: Qualifications

Who should be the organization’s advisor? (Someone in a particular

field of study, etc.)

Section 3: General Duties

What should the advisor be doing? Attending meetings, guiding the organization, etc?

Article VI: Elections

Section 1: Election of Officers

- a. Nomination process
- b. Elections shall be held annually in the month of...
- c. Voting Process

Simple majority, secret ballot, etc.

Section 2: Vacancy

- a. Appointment process
- b. Voting process

Simple majority, secret ballot, etc.

Section 3: Removal

Outline the removal process the organization will use.

Other issues you may want to address:

- *How are potential officers nominated? How soon before the election date must nominations occur?*
- *How will the elections be held? Will it be done via secret ballot? Is it done on a simple volunteer basis?*
- *How will the newly elected officers be notified?*
- *How will the outgoing officer ensure that the transition to the incoming officers will be smooth? You may want to discuss having a “shadow” period or how you will make sure that institutional knowledge is transferred.*
- *How will your group proceed if an election is contested?*

Article VII: Meetings

Section 1: Weekly Meetings

State the frequency of the organization’s meetings.

Section 2: Special Meetings

State who has the authority to call a special meeting.

Section 3: Quorum

States what constitutes quorum.

Section 4: Robert’s Rules of Order

State what parliamentary procedure will be used.

Other issues to consider:

- *How will a proposal be submitted and reviewed?*
- *How will a proposal be approved? By simple majority? Will members who are not present at the time of the voting have the ability to vote via written proxy?*

Article VIII: Finances

Section 1: Dues

Will the organization require its members to pay fees? If so, how much and how frequently?

Section 2: Fundraisers

Outline possible annual fundraisers.

Article IX: Amendments

Section 1: State the procedure for amending the constitution.