

Constitution Topics

Article I – Name

The name should be unique from any other currently recognized student organization and should reflect the nature and activities of the organization. If the organization is affiliated with a local or national organization, that information must be stated here.

Questions to Consider:

- Does it convey quickly and eloquently what the organization will do?

Article II – Statement of Purpose

Topics to include:

Purpose – Why does your organization exist

Mission Statement – What you do and for whom

Questions to Consider:

- What does the organization hope to achieve for the organization members, university community, the Lawton/Fort Sill area, or specific goal?
- Is the purpose fostering a broad educational goal? Does it have a social, cultural or political aim? Why was the group founded? Be precise enough so that a non-member would understand the group.

(Ex. The purpose of C.A.I.G is to bring people together to socialize while actively engaging in game play in a free, non-restrictive environment.)

(Ex. The Law & Politics Club fosters an understanding of political science and government and educates student about opportunities in the political science field.)

Article III – Membership

Questions to Consider:

- Who is eligible for membership?
- Is meeting attendance required for membership? How many meetings?
- What will be the process for joining?
- Will there be dues and, if so, what are the collection procedures?
- What will be the procedure for disciplining and/or removing members?
- Explain voluntary member withdrawal.
- *(Required wording to include in this Article) “Cameron University prohibits discrimination against and harassment of any student because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.”

Article IV – Hazing

- *(Required wording to include in this Article) “This organization abides by all state and federal laws as well as the policies of Cameron University. (Your organization name) sees any act which inflicts physical or mental distress, harm, embarrassment, or harassment as detrimental to the individual’s and ultimately the organization’s spirit, violating the founding purpose of (your organization name) and therefore said acts will not be tolerated.”

Article V – Officers

Topics to include:

Officer Positions – Names/Titles of Officers

Officer Duties – What does the officer in this position do?

Qualifications – Requirements for obtaining and holding an officer position

Term of Office – How long will they serve?

Officer Removal – How does an officer get removed from their position?

Officer Vacancy – How do you fill an empty position?

Questions to Consider:

- Do the officer responsibilities allow for flexibility for the person assuming the position to make it their own?
- Who is eligible for office?
- Are there specific skills and/or relevant experience desired or required to be eligible to hold an officer position?
- What is the length of term of office (e.g., academic year, calendar year, etc.)?
- When do officers assume their positions?
- Are the terms of office consistent with election/selection processes?
- Are special elections held? If so, do they follow the same rules as regular elections?
- How are empty officer positions filled in the middle of a term? By full election process? By appointment? Is ascending order used (moving up the rank order of officers to fill a position)?
- What is the order of succession (sequence of officers to be used in filling open positions)? Is the order of succession used for each position or only for certain ones?
- Are appointments made, or are interviews coordinated?

Article VI – Advisor

All student organizations must have one on-campus full-time or part-time faculty or staff member.

Questions to Consider:

- How will advisors be chosen?
- What are the responsibilities of the advisor?

- What are the groups' expectations for the involvement of the advisor?
- What is the process for changing or removing advisors?

Article VII – Meetings

Section A - Meetings

Questions to Consider:

- What will be the time, location, and frequency of the organization's meetings?
- Who can call special meetings of the organization?
- Will there be special rules that your organization follows for meeting agendas?
- Will the organization require an attendance policy?

Section B – Quorum

Questions to Consider:

- What will be the percentage of members necessary to conduct business?
- What will be the procedures for voting?
- Organizations need 50% + 1 or 2/3 of its members to conduct business.

Article VIII – Elections

Questions to Consider:

- When will elections be held?
- Who will be eligible to run?
- How will nominations be made?
- How will elections be held? Secret ballot? Hand vote? Online?
- What percentage of votes does a nominee need to be elected? Simple majority?
- What will be the procedures for voting?

Article IX – Committees

Questions to Consider:

- What committees will be part of the student organization?
- What will be the procedure for appointment of committee chairs and members?

Article X – Organization Funds

Questions to Consider:

- Who will be responsible for handling the budget?
- How will funds be used?
- Who has to access the account? (Ex. President, Treasurer, and Advisor)
- What will happen to remaining funds if the organization disbands?
- How and how often will the funds be reported to the organization members?

Article XI – Rules of Procedure

Questions to Consider:

- Explain rules of order (Ex. Parliamentary Procedure, Robert’s Rules, etc.)
- *(Required wording to include in this Article) “Robert’s Rules of Order, Revised, most recent edition, shall govern in all cases to which they are applicable, provided they do not conflict with the Bylaws and Standing Rules of this student chapter or Association bylaws.

Article XII – Amendments

Questions to Consider:

- How will a constitution be amended?
- By what vote must amendments pass?
- Consider how you want future iterations of your organization to go about making changes. While you do not want the amendment process to be impossible, you also do not want it to be something that is done easily, or without considerable thought being put into it. You want to consider who can propose them, if there will be a waiting period between proposals and votes, how many members must vote in favor of an amendment for it to stand, and whether the person proposing the amendment can accept changes during the discussion phase of the process.