Organization Constitution Guidelines

Article 1: Name of Organization

Article 2: Purpose and Goals:
  a. Section 1. The purpose of your Organization is...
  b. Section 2. The major goals of your organization are...

Article 3: Expectations of members. In this article, you should include any obligations with which your members must comply, e.g.

Article 4: Officers Section. Each officer position should be a separate section in Article 4 to detail the job description and duties of each officer. SGA requires at least a President and Treasurer for each organization. Section 2. The Election of Officers – SGA requires that elections take place before April 1st for the following year.

Article 5: Meeting and Quorum Section 1. Frequency of meetings – this section should include when your organization meets, where your organization meets, and how often your organization meets. Section 2. Percentage of members needed to conduct business to have quorum. A quorum is two-thirds (2/3) of members for all SGA-recognized organizations.

Article 6: General Provisions – you should include anything that specifically applies to your organization that does not fit in another article, such as standing committees, etc.

Article 7: Amendments – you should specify how amendments to your constitution are to be made.

Article 8: Removal of Officers. There may be a time when your organization officers are not acting in the best interest of the organization, so by a two-thirds (2/3) vote of your members, you may remove him/her from the position and replace them with another organization member by election.

Article 9: The by-Laws for this constitution should include the specific details which your group decided will be standard procedure.

1. The constitution must conclude with the month and year in which it was completed.