**Sample Constitution**

**How to Use This Template**

A constitution is a written document that establishes the rules and guiding principles of an organization. This template was created to help you write a constitution.

In the template below, you will find an outline of a generic constitution. In each section, there are instructions on how to make this template your own. Words written in green are instructions. Words written in blue are an notes or questions to consider. Words in black must be included.

We recommend following these steps to write your constitution in a timely and efficient manner:

1. Hold a meeting with the leaders of your prospective organization specifically for writing your constitution.
2. Establish who is responsible for completing the constitution. This can be the President, Secretary, or other designated member who will write, edit, print, and submit your organization’s constitution.
3. Go through this template section by section, filing in information appropriate to your organization. Delete the instructions as you complete each part.
4. Once you have a drafted version of your constitution that all organizing members are happy with, consider bringing it before your moderator or others members and receive any feedback they may have to offer.
5. After all feedback has been addressed, you should send a finalized draft to the Student Leadership and Involvement Center for review.
6. The SLIC will provide feedback on any necessary changes or recommended edits to the constitution that need to be made.

Need help? Email [clubs@creighton.edu](mailto:clubs@creighton.edu) or visit our office in Skutt 120.

**Important Note: Delete this page before submission!**

Insert Organization Name Here Constitution

ARTICLE I – NAME

The name of this organization shall be [insert organization name], hereafter referred to as the

Organization.

*Include information on if this organization is affiliated with an inter/national organization and if this group would be a chapter*

ARTICLE II – PURPOSE

The purpose of this organization shall be to [outline the purpose of the organization]

ARTICLE III – MISSION

[Insert organizational mission statement here]

ARTICLE IV – MEMBERSHIP

Section 1. Regular membership in this organization shall be open to any full-time Creighton University

student.

*If you are limiting membership, be clear on who is or is not considered a member here.*

Section 2. Associate membership shall be open to any part-time student, graduate student, professional

student, faculty member, staff member, or administrator at Creighton University.

*Do associate members have voting rights? Are they able to hold office? Specify here.*

Section 3. Membership will be open without regard to race, color, religion, sex, marital status, national

origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status,

or other status protected by law.

Section 4. Removal of a member occurs when [outline process for how a member would be removed from the organization]

ARTICLE IV – OFFICERS

Section 1. Executive Officers of the organization shall be as follows:

1. President

2. Vice President

3. Secretary

4. Treasurer

Include any additional officers necessary for function of organization

Section 2. Election of Officers: Officers of the organization shall be elected every April, during the

regularly scheduled monthly meeting, by a majority vote of the quorum of the organization – as defined

in Article V, Section 2. Elections shall take place outline election procedure here – how does someone express interest? How does voting occur? How many votes are needed to win an election? Who is voting?

*The Student Leadership and Involvement Center recommends that elections take place in the Spring to align with SLIC reporting and trainings.*

Section 3. Officers shall take office immediately following the election and shall serve for a period of one

year.

Section 4. Officers must possess a minimum 2.5 cumulative GPA or its equivalent and maintain a

minimum 2.5 GPA or its equivalent to serve during their tenure. Officers must be in good conduct standing with the University.

*You may choose to make the officer GPA requirement more stringent than a 2.5, but per the Student Handbook it needs to be at least a 2.5 GPA or its equivalent.*

Section 5. Impeachment and removal of an officer shall occur if the three remaining officers unanimously agree in favor of their removal from the Officer Team. If the remaining officers’ vote is not unanimous, a majority vote of the quorum of the organization will authorize the removal of the officer from their position.

Section 6. If an officer position becomes vacant, an election will be held at the next regularly scheduled

monthly meeting according to the election rules as defined in Article IV, Section 2.

Section 7. Duties of Officers. The duties of officers shall be as follows:

1. President shall
2. Vice President shall
3. Treasurer shall
4. Secretary shall

outline specific duties of each officer position listed in Article IV, use a separate bullet point for each duty

Section 8. Moderator. The Organization will have a full-time faculty/staff moderator who serves in an

advisory capacity to the organization [outline moderator duties]

ARTICLE V – MEETINGS

Section 1. A regularly scheduled general meeting shall be held [define frequency]

Section 2. A quorum shall consist of [set quorum, typically it should be at least 40%] of the regular

members.

Section 3. A quorum shall be present for any official business to be conducted. Official business shall

include election of officers and any other major decisions effecting the organization.

ARTICLE VI – COMMITTEES

The officers of the organization shall have the authority to create any standing or special committees

that will further the purpose of the organization.

*Are there committees that will exist indefinitely for the organization? Include them here.*

ARTICLE VII – FINANCES

Section 1. Dues [include information on how or when dues would be collected]

*Who sets the cost of dues? When is the cost of dues set? How often are dues collected?*

Section 2. If the organization dissolves, all funds granted by Creighton Students Union will be returned to

Creighton Students Union. The remaining funds will be used [define where additional funds would go]

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The parliamentary authority shall be current edition of Robert's Rules of Order, Newly Revised.

ARTICLE IX – AMENDMENTS

Section 1. Prior to being voted upon, all amendments to this constitution require written notice of two

weeks.

Section 2. All amendments require a 2/3 vote of a quorum for adoption.

Section 3. Amendments become effective only after approval by the Student Leadership & Involvement

Center.