

**Northeastern Illinois University
Student Organization Constitution & By-Laws**

A CONSTITUTION FOR THE (NAME OF ORGANIZATION)

PREAMBLE

This Constitution establishes the (name of organization) as a representative body of students, with the purpose of:

- (1)
- (2)
- (3)

Article I: MEMBERSHIP REQUIREMENT

The membership of the organization shall consist of the following:

- (1) Members of the organization shall be currently enrolled students who have attended at least (we recommend 2) meetings of the organization;
- (2) The minimum academic grade point average for general membership shall be (we recommend at least a 2.0).
- (4) (state any other qualifications for membership);
- (5) Membership in the organization will not be denied to any person(s) on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, marital status, disability, or veteran status.

Article II: OFFICERS

- (1) The Executive Committee shall consist of the following Executive Officers: President, Vice President, Secretary and Treasurer. *(if you plan to do a great deal of programming, you may want to establish a programming chair position or include those duties under the VP position)*
- (2) Students must be enrolled for at least 3 hours and have at least a (we recommend 2.5) academic grade point average) to be eligible to serve as an Executive Officer. The 3 credit hours and (we recommend 2.5) GPA must exist at the time of election and maintained throughout the term of office.
- (3) (state any additional officer positions of the organization).

Article III. ADVISOR

- (1) The advisor shall be recommended by the Executive Committee and selected by the regular membership of the organization.
- (2) The advisor must agree to serve and submit a letter indicating willingness to serve to the Student Government Association Charter & Rules Committee.

Article IV POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

Section A. PRESIDENT

- (1) shall preside at the meetings of the organization;
- (2) shall act as an ex-officio member of all committees;
- (3) (list other duties).

Section B. VICE PRESIDENT

- (1) shall file charter renewal forms at the beginning of each academic year prior to the last day of September (and whenever officers change) with the Student Activities Office;
- (2) shall preside at meetings of the organization in the absence of the president;
- (3) (list other duties such as programming chair in which they would be responsible for working with the Student Union and Student Activities Office for space for events).

Section C. TREASURER

- (1) shall collect all funds raised, make deposits to the University Cashier's Office and submit deposit receipts to the Student Activities Office;
- (2) shall report to the organization a financial report after fundraising efforts;
- (3) (list other duties).

Section D. SECRETARY

- (1) shall maintain organization meeting minutes and records;
- (2) shall transmit to the Student Activities Office minutes and signature of those attending meetings whenever a meeting is held.
- (3) shall make sure current organization Constitution and By-Laws are on file in the Student Activities Office;

(4) (list other duties).

Section E. The Executive Committee will have the authority to make interim decisions for the organization subject to review by the organization at the next meeting. The Executive Officers are responsible for the overall functioning and coordination of the organization.

Section F. Standing Committees

(1) (list any standing committees of the organization).

(2) Membership of standing committees shall be recommended by the Executive Committee and approved by the membership. The Executive Committee shall appoint the Committee Chair.

Article V: MEETINGS

The organization shall meet at least (we recommend at least 4 times) times during each semester of the regular academic year.

Article VI: QUORUM

Section A. A minimum of (we recommend 2) Executive Officers and (we recommend 50% of the membership) must be present to conduct official business of the organization. Signature lists shall be maintained of those attending each meeting.

Section B. Once quorum is established, at least a (we recommend simple) majority vote (50% plus 1) of members present is needed to pass a regular motion placed on the table.

Article VII: ELECTIONS

Section A. The President shall appoint a chair for the Elections Committee with the approval of the organization. (state at which meeting the election of officers will be held).

Section B. Only regular members who are currently enrolled and in good standing are eligible to vote.

Section C. A majority vote (50% plus 1) shall be necessary to elect officers.

Section D. All officers shall hold office until new officers have been elected.

Section E. The term of office shall be one year. No officer shall serve in the same position for more than two academic years.

Article VIII: MEMBERS IN GOOD STANDING

Members who are currently enrolled, are active in the organization, and attend at least (we recommend at least 2) meetings each semester, shall be considered members in good

standing. Only members in good standing have the right to vote on organization business.

Article IX: VACANCIES

- (1) A vacancy in the position of President shall be filled by the Vice President who shall become the President.
- (2) Vacancies in the positions of Vice President, Secretary or Treasurer shall be filled by a special election following the normal election procedures.

Article X: IMPEACHMENT

- (1) Officers of the organization may be impeached for:
 - (a) failure to attend (we recommend 50%) of the regularly scheduled meetings without justifiable reason;
 - (b) failure to fulfill the duties of office as outlined in this Constitution.
- (2) Impeachment charges can be brought forward by any member. The charges will be presented at one meeting and delivered by mail to the individual being charged.
- (3) A special meeting, at which there must be a quorum, will be held within 10 days of the initial presentation of the charges at which time the individual being charged will be able to answer the charges.
- (4) A 2/3 majority vote of those present at the meeting is necessary for impeachment and removal from office.
- (5) Vacancies created by impeachment shall be filled as prescribed in Article IX.

Article XI: AMENDMENTS

- Section A. This Constitution may be amended by a (2/3 recommended) majority vote of the membership at the first meeting of the organization at which a quorum is present following the approval of the amendment by the Executive Committee.
- Section B. Amendments must be presented to the Executive Committee for approval before they may be submitted to this organization membership of a vote.
- Section C. Amendments shall become effective following approval of the Student Government Charter Committee and the Office of Student Activities.

Article XII: ENACTING CLAUSE

This Constitution shall be effective as of the date that the Constitution is approved by the Director of Student Activities,

SIGNATURES OF APPROVAL:

Organization Officer:

Date:

Officer

Date:

Organization Advisor:

Date:

Advisor

Date:

Charter & Rules Committee Chair:

Date:

Chair

Date:

SGA President:

Date:

President

Date:

Director of the Student Activities Office:

Date:

Director

Date:

(NAME OF ORGANIZATION)
BY-LAWS

Article I: MEETINGS

- (1) The Executive Committee shall set the meeting schedule at the beginning of each semester.
- (2) The organization shall hold regularly scheduled meetings (we recommend at least 1 time per month) during the regular academic year.
- (3) Special meetings can be called by the Executive Committee provided at least 48 hour notification is given to the membership.

Article II: AD-HOC COMMITTEES

- (1) Ad-Hoc Committees may be established to carry out specific short term tasks for the Organization.
- (2) Committees shall be appointed by the Executive Committee and approved by the membership. The Chair will be appointed by the Executive Committee.

Article III: PARLIAMENTARY PROCEDURE

This Organization shall follow the rules of order as outlined in Roberts Rules of Order - Newly Revised.

Article IV: BY-LAW CHANGES

Section A. These by-laws may be amended by a (we recommend simple) majority vote (50% plus 1) of the membership at the first meeting of the organization at which time a quorum is present following the approval of this amendment by the Executive Committee.

Section B. By-law amendments must be presented to the Executive Committee before they may be submitted to the organization membership for vote.

Section C. By-law amendments shall become effective following approval of the Student Government Charter Committee and the Office of Student Activities.

SIGNATURES OF APPROVAL:

Organization Officer:

Date:

Officer

Date:

Organization Advisor:

Date:

Advisor

Date:

Charter & Rules Committee Chair:

Date:

Chair

Date:

SGA President:

Date:

President

Date:

Director of the Student Activities Office:

Date:

Director

Date: