HOW TO WRITE A STUDENT ORGANIZATION CONSTITUTION

Requirements & Tips

A constitution is a founding document that provides a clear outline of the structure and mission of the organization and provides a basic set of rules that will govern the group. Its intent is to provide consistent leadership for the organization as it will be passed on to future officers.

All Clubs are required to have a constitution uploaded to their Link profile page.

Use the following outline to write your organization's constitution. The items containing an asterisk (*) are required in the constitution:

1. **Formal name of the organization**
2. **Organization's purpose**
3. **Membership composition**
4. **Organization Officer Positions**
   - Duties
   - Officer election process
5. **Organization decision making model**
6. **Meetings**
   - Frequency
   - Structure
7. **Organization Advisor**
   - Appointment of faculty / staff member
   - Responsibilities of organization advisor
8. **Organization Funds**
   - Means of acquiring funds
9. **Amending the Constitution**
10. **Addendums**
    - Beneficiary addendum* (cannot be a person, must be an organization)
11. **Enabling Clause**
12. **Signature line/block**

Add information to change and/or clarify your constitution to remain consistent with the organization as it changes and grows.

Constitutions must be accompanied by meeting minutes stating that the new constitution was voted into place (not applicable to new organizations).
HOW TO WRITE A STUDENT ORGANIZATION CONSTITUTION

1. Name of Organization: The official name of this organization shall be the Academic Boosters Club (herein referred to as ABC).

2. Mission Statement (Purpose): The mission of this organization shall be to mentor students who are facing academic probation or are struggling in their academics. We will provide students with the assistance necessary to make their college experience an enjoyable one.

3. Membership Composition: This organization shall be comprised of graduate students and undergraduate students who maintain a cumulative GPA of 3.0 or higher in their respective majors.

4. Officers:
   President (COO):
   The President’s duties will be as follows:
   i. Preside over all executive and membership meetings
   ii. Represent ABC and its members at all times
   iii. Attend Chief Operating Officer SOLID Workshop
   iv. Oversee the actions and duties of all other officers

   Chief Financial Officer (CFO):
   The CFO’s duties will be as follows:
   i. Keep financial records updated and accurate
   ii. Balance organization checkbook
   iii. Write checks and deposit funds in Business Office Account
   iv. Attend Chief Financial Officer SOLID Workshop

   Secretary
   The Secretary’s duties will be as follows:
   i. Keep accurate history and records of organization activities and meetings
   ii. Write and distribute meeting minutes for each meeting
   iii. Keep records of communications and correspondences
   iv. Attend Secretary SOLID Workshop

   Events Coordinator:
   The duties of the events coordinator will be as follows:
   i. Attend Event Planning SOLID Workshop
   ii. Reserve event space with Event Services Office
   iii. Co-Facilitate event planning with Programs Office
   iv. Recruit volunteers to work Events

*groups may include other positions as necessary, however these are required

5. Decision Making Model: As a general rule, ABC shall use majority vote to make its decisions. Members not present at time of voting shall relinquish their right to vote.

6. Meetings: Meetings will be held biweekly and are open to all officers and members. All executive officers and 1/3 of the active membership will constitute a quorum.

7. Advisors: Because this is an academic organization, the advisor will be a faculty member who is an instructor in an academic department and will require two advisors. Advisor duties will be to observe and oversee the mentoring of students and assist when necessary. The advisor does not have voting rights.

8. Funding: Our organization will seek funding from the Undergraduate Student Government. ABC will also hold fundraisers at a minimum of once a semester to bring in additional funding.

9. Constitutional Amendments: This constitution may be amended by the officer team and general membership with a 2/3 vote.

10. Beneficiary Addendum: Should this organization cease to exist, our funds will be donated to the University of Connecticut Center for Continuing Studies.

11. Enabling Clause: This constitution was voted on and put into effect on Monday, March 22, 2013.

Signed by:

Christine Wilson
President: Christine Wilson 3/22/13

Mary Shaw
Secretary: Mary Shaw 3/22/13

Joseph Briody
CFO: Joseph Briody 3/22/13