The constitution of:

***[INSERT NAME OF ORGANIZATION-*** CANNOT include the University name or abbreviation***]***

A Student Organization at the University of North Carolina at Pembroke (UNCP)

**[CEL WILL INSERT DATE OF RECOGNITION]** by Campus Engagement and Leadership (CEL)

**Article I: Name**

**SECTION 1 – Name**This organization shall be known as **[INSERT NAME]** and shall be abbreviated as **[INSERT ABBREVIATION]** when space or context dictates.

**Article II: Purpose/Mission Statement**

**SECTION 1 – Purpose**The mission of **[INSERT ABBREVIATION]** is to **[INSERT MISSION STATEMENT]**. **[INSERT ABBREVIATION]** seeks to accomplish this mission by **[INSERT GROUP ACTIVITIES] – {Specific activities that promote the mission give the organization initial direction}.**

**Article III: Membership**

**SECTION 1 – Members**All currently enrolled students at UNCP are eligible for membership. Only members on the official roster are eligible to vote on organization business. The official roster shall be maintained on **[INSERT ABBREVIATION]**’sBraveConnect page.

**SECTION 2 – Eligibility**

[**Insert eligibility requirements, such as grade point averages, academic majors/minors, and special qualifications which may be required for eligibility that do not illegally discriminate.]**

**Article IV: Non-Discrimination [MUST CHOOSE A or B, please delete the one you do not use.]**

**{Option A -** **REQUIRED}.** In keeping with applicable law and University policy, membership and participation in this organization is open without regard to age, race, color, national origin, religion, disability, gender, gender identity, creed or veteran status unless exempt under Title IX.

**{Option B - *REQUIRED IF APPLICABLE. Applicable if you can answer yes to this question: This organization selects members on the basis of commitment to a set of beliefs (e.g., religious or political belief)?}*** As a student organizations that selects members on the basis of commitment to a set of beliefs we will may limit membership and participation in the group to students who, upon individual inquiry, affirm that they support the group’s goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, creed, gender identity, military veteran status, sexual orientation, or, unless exempt under Title IX, gender.

**Article V: Officers**

**SECTION 1 – Qualifications**Any member of **[INSERT ABBREVIATION]** can become an officer if they meet and maintain the following minimum requirements:

* A full-time registered, currently enrolled student at UNCP
* Maintain at least a 2.0 GPA. **{GPA requirements should be modified to fit the needs of the organization.}**
* Served as an active member of the organization for a minimum of one (1) academic year
* Must comply with all of the election rules and requirements of this constitution and its by-laws

The officers shall be the President, Vice-President, Secretary, Treasurer, **[add additional officers if necessary]**. Officer Duties shall include **{Modify duties to best serve your organizations needs}:**

President:

* Calls and presides over official meetings of the organization
* Maintains organization in good standing with UNCP via the communication with the CEL and Facilities and/or other interested University entities

 *Vice-President:*

* Assists President with organizational tasks and planning
* **[INSERT DUTIES – review the Officer roles for student organizations PDF that was attached to the email for additional duties to consider.]**

*Secretary:*

* **[INSERT DUTIES – review the Officer roles for student organizations PDF that was attached to the email for additional duties to consider.]**

 *Treasurer:*

* **[INSERT DUTIES – review the Officer roles for student organizations PDF that was attached to the email for additional duties to consider.]**

**SECTION 2 – Term of Office**The term of office for all officers will be one full academic year. The elections process is outlined in Article VII.

**SECTION 4 –** **Vacancy in a position**
If an office is to become vacant due to impeachment, resignation, graduation, etc. the organization has the power to temporarily appoint someone to fill the vacant position so as not to interfere with the workings of the student organization. The person appointed to fill the vacant position must be approved by at least 2/3 of the organization.

**SECTION 5 – Removal of an Officer**
Any officer who, during the term of their office, ceases to be a voting member, or fails to maintain their status as a matriculating undergraduate/graduate student maintaining a 2.0 GPA **{or whatever you set the GPA requirement to}**, in good academic and disciplinary standing with their respective college, shall be removed from their office and a replacement shall be elected.

Impeachment proceedings may be brought against any member of the organization provided that grounds for impeachment exist and the procedure for impeachment is followed as outlined by this Constitution:

* Failure to carry out the duties of office as specified by this Constitution and/or its by-laws.
* Failure to meet the requirements of office as determined by this Constitution.

Impeachment procedure is as follows:

* Impeachment proceedings may be initiated by any member of the organization.
* The charges shall be in written form and signed by not less than three fourths (3/4) of the organization.
* Exactly two (2) weeks after the delivery of the charges, the charged person shall meet with the full membership, the organization’s advisor, and the Associate Director for Organizational Leadership (upon request) in presiding in a closed session and shall have the opportunity to respond to the charges.
* If the organization, by at least a three-fourths (3/4) vote, finds the person in question guilty at the impeachment hearing, that person shall be removed from their office immediately and the vacancy shall be filled according to this Constitution and/or its bylaws.

**Article VI: Meetings**

**SECTION 1 – Meetings**Regular meetings of **[INSERT ABBREVIATION]** shall be held at least **[MONTHLY/WEEKLY/BI-WEEKLY] {This establishes a regular schedule which is good for longevity of the organization.}** during the fall and spring academic semesters and at the discretion of the president at other times.

**SECTION 2 – Special Meetings**Special meetings may be called by the Advisor or President at the request of any member for the transaction of only such business as is stated in the call for the meeting.

**SECTION 3 – Meeting Agenda**An agenda will be distributed by the President in advance of the meeting. Furthermore, the Secretary will have members submit agenda items in advance of the scheduled meeting.

**Article VII: Elections**

**SECTION 1– Elections**

Elections must be openly publicized for at least two (2) weeks and open to the membership of the organization.

**SECTION 2 – Timeframe**Officers shall be elected annually in the **[CHOOSE: FALL OR SPRING ] {Only having one election per academic year ensures longevity and consistency to your organizations structure. Most student organizations base elections off of the academic calendar.}** semester by a majority vote of the membership and shall take office **[ENTER TIMELINE] { i.e. 30 days prior to the end of the semester}.**

**SECTION 2 – Voting**Voting will be done by secret ballot.  Ballots will only be given to those members who meet voting eligibility requirements as stated in Article III.

**Article VIII: Advisor [Note: Additional Advisors are optional)**

**SECTION 1 – Eligibility**There shall be at least one full-time faculty or staff member of UNCP serving in the advisory role for **[INSERT ABBREVIATION]**. Advisor(s) will be identified in the organizations official BraveConnect roster.

**SECTION 2 – Responsibilities**

The responsibilities of the advisor include:

* Advise and stimulate interest in the organization.
* Explain the meaning and ideals of the organization.
* Provide guidance in the development and implementation of programs and activities.
* Serve as a liaison between the student body and the administration.
* All duties agreed to in the Advisor Agreement Form.

**SECTION 2 –** **{How is the advisor selected?}**

**ARTICLE IX**: **Dues / Finances {Note: This section should explain how funds should be collected and used. Dues may not be so excessive as to discriminate against potential members.}**

**SECTION 1 –** **Membership Dues**
The dues for membership to **[INSERT ABBREVIATION]** shall be **[INSERT APPROPRIATE AMOUNT SET BY ORGANIZATION].** The purpose of these dues will be to **[INSERT REASONING/PURPOSE BEHIND COLLECTING DUES]. { I.e. events, budgets, programs, other expenses?}**

**{Note on things to consider on Dues & Finances:**

**Is there a set fee and/or dues? The constitution should state if the organization charges membership dues. However, given the need overtime to change the dollar amount of dues, such amounts or dues formulations should appear in by-laws unless the organization does not plan to write any by-laws.**

**When are dues collected?**

**Who is the officer or member responsible for collecting and monitoring dues?**

**Are there optional or additional fees that members may incur? (I.e. event t-shirts, formal dinners, etc.)**

* **Is there a way for members to fundraise to pay their dues if they cannot afford it? Can payment plans be arranged to allow students to pay overtime? }**

**SECTION 2 –** **Expenditure Approvals**

An advisor to the group must approve all expenditures before payments can be made.

**SECTION 3 –** **Organization Dissolvement**

In the event this organization dissolves and/or is no longer an active organization with representation at the university, any on-campus funds will be diverted to the sponsoring department and/or Campus Engagement and Leadership if no other stipulations for the funds have been set forth in these constitution and bylaws.

 **Article X: Parliamentary Authority**

The rules contained in the current edition Robert's Rules of Order shall govern this organization in all instances when they are applicable and not inconsistent with these by laws or any other special rules the organization shall adopt. **{Note: The rules of a meeting can become very important if there are controversial issues at lay. Be sure that your rules are clear and that everyone can follow along. Please understand Robert’s Rules of Order before agreeing to place this in your constitution.}**

**Article XI: Amendment**

**SECTION 1:** Amendments to this constitution can be proposed by any member and must obtain two-thirds (2/3) majority by a vote of members present and voting at any meeting where it is an item of business.

**SECTION 2**. After initial adoption, proposed amendments shall be presented to the membership, with a vote on adopting them held at the next meeting. If the amendment secures a majority of those present and voting, the amendment shall have been adopted.

**Article XII: By-Laws**

**SECTION 1 – Creation**

By-laws shall be created to dictate the structure and procedures of the organization. By-laws may be proposed by any member and must obtain a majority vote of the membership. No by-laws shall infringe on the authority of the constitution. Required by-laws, which shall be ratified annually include:

* Organization Committees
* Parliamentary Modification (ratified at first meeting of a new executive board’s term)
* Election of Officers

**Article XIII: Committees**

**SECTION 1 –** Committees of the organization shall be created from time-to-time by the executive board in order to organize and distribute the workload of the organization. Committees shall be governed by by-law and shall not have authority over the executive board or general body.

**\*\*This Template is to serve as a guide\*\***