



Student Organization Registration Example Constitution

Constitution (*Student Organization Name*)

Ratified (*date originated*)

Revision Approved (*Constitution revision dates, if any*)

ARTICLE I Name and Purpose

Section 1 Name

The name of this Organization shall be the _____, hereafter referred to as the Organization.

Section 2 Purposes

The purpose of this Organization shall be _____. (*State the purpose of your organization, the target population that would be interested in joining, what type of programs or events you would plan, and the goals of the organization.*)

Section 3 Affiliations

If your organization has any national, state, or local affiliation, include that information here. i.e. The XYZ Organization is chartered division of XYZ National Association.

Note: If your organization does not have any affiliation, do not include Section 3.

ARTICLE II Membership

Section 1 Qualification for Membership

List any specific GPA, skills, or interests member should have. Also include this non-discrimination clause: "Consistent with all applicable federal and state laws and MSOE policies, this organization and its subordinate bodies and officers shall not discriminate for or against anyone on the basis of race, gender, religion, culture, or sexual orientation."

Section 2 Responsibilities of Members (*these are basic examples; please add more specific examples as necessary.*)

1. Members should bring suggestions and input to all meetings and events.
2. Members should assist chairs of Organization or chair so f committees in planning and organizing events.
3. Members should participate in on-campus as well as off-campus leadership opportunities.
4. Members should attend meetings and events which are sponsored by the organization.
5. Members should pay the set dues (*if applicable*).

ARTICLE III Officers

Section 1 The officers of the Organization

List each officer position in your organization and their specific responsibilities. Include no names.

Section 2 Election of Officers

Include terms of officers, what time of the year you re-elect officers, how you elect or vote for officers, and what you will do if an officer leaves mid-year, removal of offices, etc.

ARTICLE IV

Meetings

Section 1 Voting and Decision Making Process

Include the decision making process of your organization. *(Do you vote by a 2/3 majority or by executive board members only? What is your quorum for general votes and for financial votes?)*

Section 2 The organization will conduct all meetings at the Milwaukee School of

Engineering *(include frequency of meetings, i.e. once a week, once every two weeks, etc.) (Do not be too specific as this may change somewhat frequently.)*

ARTICLE V

Amendments

Include information here about your bylaws and your constitution. If either needs to be changed in the future, you need to decide how many members need to be present at a meeting to constitute a quorum and how many must agree to approve amendments. Here is an example:

Section 1 These Articles may be amended by a vote of 2/3 of the members present at a regular meeting or at a special meeting called for that purpose. A notice and a copy of any proposed amendment shall be distributed to all members at least 2 meetings prior to the meeting at which the amendment is to be considered. The members shall be notified of adopted constitutional amendments by the most feasible means. Amendments may be submitted by any member.

Section 2 *(see Section 1 and change accordingly for amending the Bylaws.)*

(Bylaws are in an attached and separate document that expands upon the general and more concrete ideas put forth by the constitution. They are secondary to the constitution. Bylaws are generally used by organizations with a larger and more complex structure.)