

**CONSTITUTION AND BYLAWS OF**  
**[INSERT ORGANIZATION NAME HERE]**  
**AN ASUI REGISTERED STUDENT ORGANIZATION**

**Article I - Name**

- \*Section 1 - The name of this organization shall be (provide actual name which will be used for all business conducted). You may not use "University of Idaho" at the beginning of your name or "of the University of Idaho" at the end of your name, unless you receive direct funding from a University Department. You may use "At the University of Idaho" or "U.I. Chapter" at the end of your name.

**Article II – Purpose/Mission Statement**

- \*Section 1 - It shall be the purpose/mission of this organization to (promote, organize, recognize, etc.). **See note.**

**Article III - Affiliations**

- Section 1 - Do you have any affiliations? If so this section is required. **See note.**

**Article IV - Membership**

- \*Section 1 - The majority of the membership of [insert your organization name] shall consist of regularly enrolled undergraduate and graduate students of the University of Idaho. Only those members who are currently registered University of Idaho students have voting privileges. **See note.**

- Section 2 - Do you have associate members? This section must be added if your organization allows non-University of Idaho students to be members. Associate members could be university staff and faculty, and non-university persons who have associate membership status. However, they may not have voting privileges.

- \*Section 3 - Discuss your eligibility requirement here. Please specify if you have eligibility requirement or not and what those requirements include. Examples: grade point average, academic major/minor, special qualifications, etc. Explicitly state that your eligibility requirements will not be used or mistaken for illegal discrimination.

- \*Section 4 - This non-discrimination clause must be included in every student organization's constitution: "Membership in [insert your organization name] is open to all University of Idaho students meeting the above criteria, irrespective of race, creed, color, gender identity/expression, class, age, nation or origin, nationality, disability, marital status, religion, veteran status, or sexual orientation."

**Article V - Officers**

- \*Section 1 - Here you'll need to provide an outline of all officer positions and their responsibilities. Officers must be registered University of Idaho students only. The officers of this organization shall consist of: (List their titles and duties).

- a. It shall be the duty of the \_\_\_\_\_ to:
  - i.
  - ii.
- b. It shall be the duty of the \_\_\_\_\_ to:
  - i.
  - ii.
- c. It shall be the duty of the \_\_\_\_\_ to:
  - i.
  - ii.

- \*Section 2 - Qualifications for each office, if any. For example, "President - must have been a member of the organization for one year."
  - a.
  - b.
  - c.

- \*Section 3 - Define your terms of office and be specific. For example: "This organization defines a term served in office as one year, which shall begin at the commencement of the fall semester." Or "This organization defines a term served in office as one year, which shall begin on August 1 and end on July 31. Specify your term limits for each officer position. Do you want to allow a member to hold the position of President for 4 years, even if

**Commented [CL(1): Sample Constitution for Voluntary Student Organizations**

*This sample constitution is provided for use as a guideline only. If you like this format, you may use this document as a template. Simply insert your club or organization's name here at the top, and fill in the sections with information relevant to your club or organization. Your club or organization's actual constitution may be expanded or abbreviated but must include the following asterisked (\*) sections below in order to be considered for registration as an ASUI student club or organization.*

**\*- Components marked with an asterisk are required for student club and organization constitutions, as indicated in our Student Organization Handbook. Constitutions submitted without these components will not be approved.**

**Commented [CL(2): Article II, Section 1 NOTE:**

Tips for writing a strong missions statement:

- A mission statement is a brief expression of your group's purpose. It expresses your org's values, purpose, and may include hints of your strategy.
- Best purpose/mission statements are inspirational, clear, memorable, and concise.
- Length isn't important as long as it's clear and something that you can easily convey to others.
- It should indirectly answer the questions:
  - "Why do we as a group exist?"
  - "What, at the most basic level, do we do?"

EXAMPLES: (you can find many examples online)

- Kiva:** To connect people through lending to alleviate poverty. (8 words).
- Doctors Without Borders:** Doctors Without Borders works in nearly 70 countries providing medical aid to those most in need regardless of their race, religion, or political affiliation. (21 words).

**Commented [CL(3): Article III, Section 1 NOTE:** This section is required if your organization has an affiliation, if so, please identify any local, national, regional, or international groups/organization with which your student organization is affiliated. This section may be removed if your organization is not affiliated with an entity other than ASUI or the University of Idaho.]

**Commented [CL(4): Article IV, Section 1 NOTE:** A clause to this effect must be included in every ASUI registered student organization's constitution.

re-elected? Or do you want to limit their term to two 1-year terms? Be sure to clarify the number of terms each officer is permitted to hold. For example:

- a. The \_\_\_\_\_ officer may be re-elected for a maximum of X terms.
- b. The \_\_\_\_\_ officer may be re-elected for a maximum of X terms.
- c. The \_\_\_\_\_ officer may be re-elected for a maximum of X terms.

\*Section 4 - Include provisions for removal of an officer, in the event it is necessary. Here is an example: "If a cause were to arise that merits officer removal, this organization will first confer with its faculty advisor and seek reasonable avenues for resolution. If no resolution can be made, then this organization's may remove any Officer for cause by two-thirds (2/3) vote of all voting members and officers (then in office), at any regular or special meeting, provided that a statement of the reason or reasons shall have been given to the faculty advisor and the officer proposed for removal at least thirty (30) days before any final action is taken by this organization. This statement shall be accompanied by a notice of the time when, and the place where, this organization is to take action on the removal. The officer shall be given an opportunity to be heard and the matter considered by the organization at the time and place mentioned in the notice."

Section 5 - Insert whether reports from officers to the membership will be required. If your organization decides they are required, how often will they be made? How will they be made available?

#### **Article VI - Elections**

\*Section 1 - Selection of officers shall be held. Provide the month of elections, specify who will inform the membership of the election meetings and the method of notification. A provision should be made regarding the amount of lead time required to notify members of the election meetings. Remember to hold your election prior to the change in terms.

\*Section 2 - Procedures for filling vacancies. Example: "If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election."

\*Section 3 - Insert procedures for voting in elections. How will the group vote - secret ballot, show of hands? What percentage will constitute a majority - 2/3s, 50% + 1? Will you require a minimum % of your voting members to participate in the election for results to count? Consider procedures for election proceedings in which no candidate has won.

#### **Article VII - Meetings**

\*Section 1 - Regular meetings of this organization shall be held (monthly, bimonthly, etc. Specify who shall have the responsibility to notify members of the meeting and the method of notifications to be utilized, i.e., the Argonaut, mailing, or prior meeting. Do you want to meet during semester breaks? Will any business be conducted during summer break?)

\*Section 2 - Specify your quorum for your organization's decision-making/voting processes. (A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization.) A quorum shall consist of X voting members or X percentage of voting members present at any regular or special meeting.

**Commented [CL(5): Article VII, Section 2 NOTE:** The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.

#### **Article VIII - Executive Board (optional)**

Section 1 - Management of this organization shall be vested in a board of directors, advisory council, executive board, etc.

Section 2 - The (board, council, etc.) shall consist of (1 chair-person, 2 vice chair-persons, etc. State the number of positions and their titles.

Section 3 - Powers and duties of each position.

Section 4 - State whether there will be reports to membership from the (board, council, etc.). If so, will reports be yearly, quarterly, etc.?

#### **Article IX - Advisors**

\*Section 1 - There shall be (1, 2, or more) University of Idaho faculty or staff advisors who shall be members ex officio with no voting privileges. ASUI required that your organization has at least 1 faculty advisor.

\*Section 2 - Method of selecting advisor(s).

\*Section 3 - Duties or responsibilities of advisor(s). See the Student Organization Handbook for examples of advisor duties.

\*Section 4 - Provision for removal of a faculty advisor(s).

**Article X - Committees (optional)**

Section 1 - State the number of standing committees and their names. Describe their composition, appointment, function, powers, and duties, such as membership, financing, publicity, social, etc.).

- a.
- b.
- c.

Section 2 - Selection of committee members (appointment of committees by president, chair-person, council, etc.).

**Article XI - Dues (optional)**

Section 1 - Members shall pay dues in the amount of (\$) on a monthly, quarterly, yearly basis. (Specify who shall have responsibility for maintenance of the account.)

Section 2 - Provision for accounting procedures of membership moneys, (procedures for allocating funds, maintenance of bank accounts, etc.).

**Article XII - Constitutional Amendments**

Section 1 - The constitution may be amended by a vote of (2/3s, 3/4s) majority membership at any regular or special meeting.

Section 2 - Provision for advance notice of amendment.

**Article XIII - Bylaws (optional)**

Section 1 - Method for adoption

Section 2 - Method for amendment or revision.

Section 3 - Roberts Rules of Order or Sturgis Standard Code of Parliamentary Procedure (latest edition) shall govern meetings of this organization within the requirements of this constitution and bylaws adopted by the membership of this organization.

Date approved

Executive's Signature