

SECTION 2.5

SAMPLE CONSTITUTION

Article I: Name

The name of the organization shall be the ETBU Sample Organization.

Article II: Mission Statement

It shall be the purpose of the ETBU Sample Organization to promote the student organizations at East Texas Baptist University while providing a blueprint that they can follow when developing their organization's constitution.

Article III: Membership

Section A: Membership is open to any enrolled ETBU student who:

1. Completed a least one semester at ETBU.
2. Maintained a GPA of 2.0.
3. Is in good standing with the University.

Section B: Selection Process

Listed here should be the time during the year when new members are selected, how they are selected, and how many are selected, if applicable.

Section C: Dues

Does the organization collect dues? If so, what is the amount? Is it yearly or each semester? What happens if a member's dues go unpaid?

Section D: Attendance

Does the organization have an attendance policy? If so, this is where the specifics of that policy should be listed: how many absences are allowed, is there a difference between an excused and an unexcused absence?

Section E: Removal Procedures

Each constitution must build in provisions in case the removal of a member is necessary. What warrants the removal of a member? How does one become removed from the organization? Is it voted upon?

Article IV: Voting

Section A: A quorum will be at least half of the active membership.

Section B: Each active member may vote.

Section C: Proxy voting will not be allowed.

Section D: Is absentee voting allowed?

Article V: Officers

Section A: Requirements for Officers

This is where the requirements for officer eligibility should be listed. What requirements should the officers of the organization meet? Shall they have been members of the organization for a year, a semester, before running for office? Should they be held to a higher GPA? Etc.

Section B: Officers and Duties Defined

In this section, each position should be listed along with each of their own responsibilities. See the Advisor example for guidelines:

1. Advisor

- a. The Advisor shall assist the group in the execution of roles and responsibilities.
- b. The Advisor shall provide feedback to the organization regarding its operation and functioning.
- c. The Advisor shall serve as a resource.
- d. The Advisor shall provide advice upon request, while sharing knowledge, expertise, and experience with the group.
- e. The Advisor shall not vote in elections.
- f. The Advisor shall be an ETBU faculty or staff member.

Section D: Selection Process

When and how will officers be selected? Will there be an interview process? Will they campaign? Will they be voted in or selected?

Section F: Removal Process

Each constitution must build in provisions in case the removal of an officer is necessary. What warrants the removal of an officer? How does one become removed from office? Is it voted upon? How will a replacement be selected?

Article VI: Amending the Constitution

The constitution may be updated by the Executive Committee and then voted on and passed by the membership.