

## Criteria for Constitution Construction

A constitution outlines the guidelines under which an organization will operate. This document will serve your organization now and in the future. Please take the time to construct a solid foundation for your organization.

The constitution defines the long term purposes and structure of your organization. It should only be changed by amendment, approved first by a quorum of your organization's membership, and then reviewed and approved by the Student Affairs committee of Student Senate. Listed below is an outline of the MINIMUM provisions required.

Article I. Name

Article II. Purposes (State purpose and function concisely.)

Article III. Membership Qualifications

Section 1.

- 1) Eligibility requirements as the organization defines them. It is essential that a majority of members be Drake students in good standing. (If non Drake students are allowed into active membership, an 80-20 Rule statement is needed to require that non-Drake students do not exceed 20% of the organizations membership.)
- 2) the officers must be Drake students in good standing.
- 3) the organization have enough members to fill all offices as prescribed by their constitution. All organizations **must have at least four** members to be considered active.

Section 2. Method of selecting members.

Section 3. Define type of membership ( i.e., active, associate, honorary).

Section 4. Methods of membership revocation.

Section 5. **MUST INCLUDE WORD FOR WORD:** The Organization will not discriminate on the basis of race, color, creed, religion, national origin, gender identity, sexual orientation, age disability, or veteran status.

Article IV. Officer Description

Section 1. Lists the titles of required officer positions and describe each officer's duties. Include length of term and specify whether elected or appointed.

Section 2. List other optional officer positions within the organization's structure. Include length of term.

- Article V. Election of officers
- Section 1. Student organization officers are either elected or appointed to their positions. Please specify their term of office and the election process, including what happens when a position has been vacated either voluntarily or by removal.
- Section 2. Removal of Officers. In the life of any student organization there may be a time when an officer has to be removed from his/her position. Please specify a process for the removal of officers, as well as what specific reasons might cause an officer to be removed.
- Article V. Organizational Structure
- Section 1. Specify executive member's and executive council's duties.
- Section 2. Other standing committees, boards, cabinets, etc.
- Article VI. Advisors
- The qualifications and method of selection. Advisors must be Drake faculty or administrative staff members.
- Article VII. Meetings and procedures
- Section 1. Frequency
- Section 2. Policy for absences
- Section 3. Quorum: a quorum statement detailing the percentage of regular members that is required to form a quorum to vote on issues relating to the group's operation or its constitution.
- Section 4. Use of recognized authority on procedure (Such as Robert's Rules of Order).
- Section 5. Must specify an officer transition(s) meeting no later than 2 weeks following election of new officers.
- Article IX. Finance (If dues and/or membership fees are specified in by-laws this must be stated in the constitution.)
- Section 1. Specify dues and membership fees.
- Section 2. Procedures for spending and accounting for all funds. (This is to include designation of who has the authority to approve expenditures. Organizations funded by Drake University must follow

University policies when expending funds.

Article X. Non-Campus Affiliation

Section 1. Name of parent or affiliated group.

Section 2. Relationship other than financial (power and purpose of affiliated group should be defined).

Section 3. Financial relationship with affiliate (explain fully).

Article XI. Amendments-Method of Adoption

Section 1. Proposal of amendments

Section 2. Voting procedure for approving amendments (should be explicit). Amendments and revisions must be reviewed by the Student Affairs Committee of Student Senate.

Article XII. Organization Agreement ( INCLUDE WORD FOR WORD)

Section 1. Organization agrees to abide by Iowa State Code 708.10 regarding hazing. Futhermore, the organization agrees to abide by all policies as outlined in the Student Handbook, to check the organization's mailbox regularly, to communicate via email upon request, and to update the organization's records whenever there is a change.