

Student Organization Constitution Requirements

All student organizations at Augsburg College are required to have a current, ratified constitution on file with CAO. A good constitution contains the basics of how your student organization will function. A constitution is the foundation upon which the student organization will grow, mature, and perpetuate itself. It is designed to establish the student organization's mission and goals, to reduce internal conflict, and to protect the rights of all Augsburg College students.

The following are areas in which your constitution must address:

- **Official Name**

Your student organization must have a name.

- **Mission Statement**

Your student organization must have a stated purpose.

- **Augsburg College Policy Statement**

Your constitution must include the following statement verbatim:

The officers, members, advisors, and subgroups of **[name of student organization]** shall adhere to city, state, and national laws; to the Augsburg College Conduct Code; to the College Non-Discrimination Policy; to the College's Student Organizations Handbook; and to all other applicable College rules and policies.

- **Non-Profit Statement**

Your student organization must state that it will operate as a non-profit organization.

- **Membership**

Your constitution must detail how one joins and how one is removed from your student organization.

- **Officers**

Your constitution must address the following in regard to officers:

Student Organization Constitution Requirements

1. Spell out all of the officer positions in your student organization (e.g., President, Vice President, Treasurer, Secretary, Co-Chairs, Collective Members, etc.). This list should not include anyone's name, just the title of the specific position.
 2. Designate which officer handles financial transactions through Augsburg College Student Government and Augsburg College. This is usually the Treasurer, but it does not have to be.
 3. Address how officers are elected or appointed, as well as how officers end their term (whether through term limits, resignation, dismissal, etc.). Make sure not to include years when spelling out term limits, as you want your constitution to be timeless.
- **Voting Procedures**

Your constitution must address the following questions in regard to voting procedures:

 1. How are decisions made in your student organization?
 2. Who gets to make these decisions?
 3. How many people must be there to make decisions (i.e., what is quorum)?
 4. What constitutes a majority vote (e.g., 50% + 1 majority, 2/3 majority, etc.) and when it is necessary (i.e., do all types of votes require the same majority or do certain votes require higher/lower majorities than others)?
 - **Amendments**

Your constitution must spell out a process for being amended by your student organization.
 - **Ratification**

Your constitution must include the date that it was approved.

Student Organization Constitution Requirements

For many, writing a constitution is an unfamiliar, confusing process. CAO provides a sample constitution template for you to use when first creating one.

Constitutions should contain generalized language so they last over several years.

Specific people's names and specific dates (e.g., June 2, 2017) should be left out in order to keep your constitution relevant and up-to-date.

This is only a sample of what a constitution could look like. The needs of your student organization may be different, and we encourage you to write a constitution that reflects the needs and purpose of your student organization.

Constitution of [name of student organization]

I. General

Section 1. Organization Name

- a. The official name of this student organization shall be **[name of student organization]**.

Section 2. Mission Statement

- a. It shall be the purpose of **[name of student organization]** to **[mission statement]**.

Section 3. Augsburg College Policy Statement

- a. The officers, members, advisors, and subgroups of **[name of student organization]** shall adhere to city, state, and national laws; to the Augsburg College Conduct Code; to the College Non-Discrimination Policy; to the College's Student Organizations Handbook; and to all other applicable College rules and policies.

Section 4. Non-Profit Statement

- a. **[name of student organization]** shall operate as a non-profit organization.

Student Organization Constitution Requirements

II. Membership

Section 1. Qualifications

- a. Membership is open to any currently-enrolled Augsburg College student who **[outline membership qualifications]**.

Section 2. Removal

- a. Any member may be removed for failure to perform assigned duties, gross negligence, and/or gross misconduct.
- b. The process for removing a member from the organization is **[outline removal procedure]**.

III. Officers

Section 1. Positions

- a. The officers of **[name of student organization]** shall be **[list of officer positions – do not include people’s actual names]**.

Section 2. Elections

- a. All officers must be currently-enrolled Augsburg College undergraduate students.
- b. Officers shall be selected by the following process: **[outline regular election process for officers]**.
- c. A term of office lasts from **[start date, no year]** to **[end date, no year]**.
- d. Vacancies that occur may be filled by the following process: **[outline vacancy election process for officers]**.

Section 3. Duties

- a. The duties of **[title of relevant officer]** shall be **[outline officer duties]**.
(Do this for each position.)

Student Organization Constitution Requirements

- b. [Title of relevant officer] is designated to handle any financial transactions through Augsburg College.

Section 4. Removal

- a. Officers may be removed before their term is complete through resignation, default of ineligibility, or [outline removal process].

IV. Voting

Section 1. Quorum

- a. Quorum shall consist of [outline number of people that must be present to make decisions]. Voting may not take place unless there is quorum.

Section 2. Process

- a. Only [outline those who may vote] may vote.
- b. A voting majority is defined as [define voting majority].

V. Amending this Constitution

Section 1. Process

- a. This constitution may be amended by the following process: [outline constitution amendment process].
- b. To amendment must pass by [define voting majority; may be different than previous one defined] in order to be enacted.

VI. Ratification

Section 1. Date

- a. This constitution was ratified on [date of ratification].