

Elements of a Constitution

Everything that is in red should be removed for the final version of the constitution.

Any instance of [Organization name] should be changed to reflect the organization name.

ARTICLE I. NAME OF ORGANIZATION

The name of the organization should be unique from any other currently registered student organization and should reflect the nature and activities of the organization. In addition, any organization abbreviations or acronyms must be formally referenced in this article. Use of “Tiffin University” or “TU” as part of the organization name is prohibited. At no time should the organization refer to itself as a part of TU. If the organization is affiliated with a local or national organization, that information must be stated in this article of the constitution.

Example: The name of this organization is the [organization name]. This Organization will utilize the acronym XX in all publicity materials and correspondence. [Organization name] is affiliated with [affiliate organization (if applicable)] operating in [city, state]. The website of [affiliate organization] is [www.affiliateorganization].

ARTICLE II. PURPOSE STATEMENT

The purpose of the organization must be clearly stated and must be unique from all other currently registered student organizations.

Example: [organization name] is established for the purpose of developing leadership skills and to encourage TU students to participate in community service projects such as voter registration.

ARTICLE III. COMPLIANCE STATEMENT

The Compliance Statement and following University regulations must be included in both a prospective and current student organization’s constitution. Instances of [organization name] should be changed to reflect the organization’s name and article/section numbers may be changed to adapt to the unique constitution, but all other text must remain as written.

Upon approval by the department of Student Engagement, [organization name] shall be a registered student organization at Tiffin University. [Organization name] shall comply with all local, state, and federal laws, as well as all Tiffin University regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Nondiscrimination, Sexual harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV. UNIVERSITY REGULATIONS

Section A. Nondiscrimination: [Organization name] agrees that it will not discriminate on the basis of race, creed, color, religion, age, sex, sexual orientation, gender identity and expression,

marital status, national origin, political opinion or affiliations, genetic information, and veteran status as protected under the Vietnam Era Veteran's Readjustment Assistance Act.

Section B. Sexual Harassment: [Organization name] agrees that it will not engage in any activity that is unwelcomed conduct of sexual nature that creates a hostile environment.

Section C. Hazing: [Organization name] agrees that it will not imitate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section D. Responsibility to Report: If this organization becomes aware of any such conduct described in this article, [organization name] will report it immediately to Student Engagement, the Dean of Students, or the University's Title IX Coordinator.

ARTICLE V. MEMBERSHIP

Additional stipulations regarding membership (e.g., GPA requirements, attendance requirements, etc.) may be added.

Example: Membership in this organization is open to all enrolled students at Tiffin University. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE VI. OFFICERS

Registered student organizations are required to have a minimum of a President and Treasurer as elected officers. This article must contain the following information: titles or elected organization officers; titles of appointed organization offices (including appointing process - e.g., appointed by whom?); term of office; the general duties of each officer; and the procedures for handling vacancies (e.g., resignations, officer ineligibility, impeachment, or similar occurrences).

Example:

Section A: The elected officers of [organization name] shall be President, Vice President, and Treasurer.

Part 1: The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees.

Part 2: The Vice President shall serve as an aide to the President and shall perform the duties of the President in their absence or inability to serve.

Part 3: The Treasurer shall receive all monies of [organization name]; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization.

Section B: The appointed officer of [organization name] shall be Secretary.

Part 1: The Secretary shall be appointed by the Vice President.

Part 2: The Secretary shall record the minutes of all meetings of the [organization name] and shall perform other duties as may be delegated.

Section C: Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed.

Section D: An officer of [organization name] may be removed from office through the following process:

Part 1: A written request by at least three voting members of the organization shall be submitted to either the President, the Vice President or Treasurer. Written notification shall be sent to the officer in question asking the officer to be present at the next meeting and prepare to respond to the removal request.

Part 2: A two-thirds vote of members present is necessary to remove the officer.

Part 3: In the event of the removal of an officer, a special provision may be granted to the remaining offices to appoint an interim replacement until an election may be held.

ARTICLE VII. STUDENT ELECTIONS

This article must contain the following information: the month of elections; officer eligibility; the nomination process; balloting procedures; election rules and procedures (including required margin of victory); and runoff procedures in the event of a tie.

Example: Nominations for all officers will take place annually from the members starting in January. Any member may nominate any other voting member, including themselves. Nominations may also be made during the election meeting prior to the closing of nominations. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a runoff vote between the top two vote recipients at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office. Elections should take place in late March to early April.

ARTICLE VIII. STUDENT ORGANIZATION ADVISOR

Each registered student organization must have an advisor. The advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The advisor must be a faculty member or a full-time salaried employee of Tiffin University. This article must include: the selection method; term; duties and responsibilities; and process of replacement for the faculty advisors.

Example: The Advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The Advisor should attend executive and general meetings; however, the faculty advisor may not vote in any [organization name] matters. The advisor shall be nominated by the officers and confirmed by a majority vote of the members. The advisor will serve a term of one academic year. In the event that the

advisor is unable to continue in the position, officers may nominate a replacement at any time, to be confirmed by the majority vote of the members.

ARTICLE IX. FINANCE

This article must include information about how the organization will be funded. If an organization requires membership dues, the maximum dollar amount and/or other financial obligations of members, as well as when the payment is due, must be clearly stated in this article.

Example: [Organization name] will be funded through the collection of annual membership dues in the amount of \$100 to be paid during the month of September. This fee covers the cost of T-shirts, travel to leadership conferences, and other operational expenses of the organization.

ARTICLE X. DISSOLUTION OF ORGANIZATION

Requirements and procedures for the dissolution of the student organization must be stated in this article. Should any organization assets and/or debts exist, appropriate means for disposing of these assets and debts must be specified clearly and unequivocally. A specific charity must be designated as the recipient of any remaining assets at the dissolution of the organization.

Example: In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to [name of charitable organization].

ARTICLE XI. AMENDMENTS TO CONSTITUTION

All constitutions must include variations of this article. The article must include: the process for amending the organization's constitution; and necessary vote to approve the change(s). All amended constitutions must immediately be submitted directly to the Student Engagement Office for review and approval.

Example: Amendments to this constitution may be made at any regular meeting of [organization name] provided notice of the proposed amendment was given one week prior to a vote. Amendments require a two-thirds of the voting members in attendance at the meeting.