University of Missouri-Rolla
Department of Student Life
Constitution Outline for Proposed Student Organizations

The following outline suggests some of the essential items that should be included in the constitution of groups seeking recognition as a student organization at the University of Missouri-Rolla.

I. Name, Insignia and Affiliation
   A. Name of Organization
   B. Insignia if applicable
   C. Name of any other organization the student group will be affiliated with

II. Aims and Objective of the Organization
   A. The aims and objectives of the organization should be stated in such a way as to provide evidence that the organization will:
      1. Make a positive contribution to the welfare of its members and the university
      2. Be devoid of functions or activities that conflict with the primary purpose of the university
   B. The aims and objectives should reflect exactly what the organization wants to accomplish once recognition is received

III. Membership
   A. Qualification:
      1. Scholastic-specific grade point requirement if different from university regulations
      2. Class standing (if applicable)
      3. Vote (majority, etc) by current membership needed to accept new members (if applicable)
      4. Initiation requirements (if applicable).
   B. Class of membership
      1. Regular members (UMR students, faculty, staff)
      2. Associate members (non-UMR individuals)
      3. Charter members (if applicable)
      4. Honorary members (if applicable)
      5. New members (if applicable)
      6. Advisors
   C. Method of removing membership (must ensure due process)
   D. Rights & privileges of members (who has right to vote and hold office)

IV. Officers
   A. List all officer positions needed in the organization
   B. Qualifications of officers:
      1. Academic requirements
      2. Previous experience
      3. Other
   C. Define the term of the office
   D. Define election process for officers
      1. Nominations (by committee or from the floor)
      2. Election announcements (how and how long before the election)
      3. Type of voting and vote needed for election
   E. List the duties of the officers listed in Section IV A
   F. Composition of the executive board
   G. Describe how vacancies are filled
   H. Method of impeachment (ensure due process)
V. Advisors
   A. How is the advisor selected
   B. Term of office
   C. Must meet university requirements (faculty or professional staff at least 75% FTE)

VI. Committees
   A. List each of the standing committees and describe how they are appointed.
   B. Temporary committees
      1. How appointed
      2. Length of existence

VII. Dues
   A. If there are dues, how are they determined
   B. When are dues paid and to whom

VIII. Meetings
   A. Types of meetings
      1. Regular
      2. Special
   B. Who may call meetings
      1. Regular
      2. Special
   C. Definition of a quorum
   D. Parliamentary authority to be used (e.g. Robert’s Rules of Revised Order)

IX. Rules and regulations
   A. Organization will follow federal law, state law, and rules of the university
   B. Organization will follow the rules/regulations of national organization (if applicable)
   C. Organization has a code of conduct for members
      1. Hazing
      2. Alcohol use

X. Constitution
   A. Adoption
      1. Vote needed for adoption
      2. Approval of Student Affairs Committee
      3. Approval of Academic Council
   B. Amendments:
      1. How amendments are introduced
      2. Notification of members for voting on amendments
      3. Vote needed to approve amendments
      4. Approval of Student Affairs Committee or its representative
   C. By-laws (If by-laws are called for in the constitution, they should contain information subject
to frequent change. The constitution should contain the information not required for
defrequent revision):
      1. Clause reflecting a need for by-laws.
      2. Vote needed for adoption
      3. Vote needed for amending by-laws
      4. When by-laws may be adopted or revised (special meeting, regular meeting, etc)
      5. Must be provided to the Department of Student Life upon approval