

Constitution of
Name of Organization at the University of Miami

*****Sections that are bolded are to be written verbatim*****

Ratified: Date /

Updated: Date

Article I. Name

This organization shall be named Name of Organization at the University of Miami. Name of Organization, may also be referred to as acronym if applicable.

Article II. Statement of Purpose

Section 1. Guiding Principles

The purpose of Name of Organization is to . . . *(The mission of the organization)*

Section 2. Objectives

The objectives of Name of Organization shall be to . . . *(Ways in which the guiding principles will be accomplished)*

Article III. Affiliation Statement (if applicable)

This Organization shall be affiliated with Name of Organization. *

Article IV. Responsibility

Name of Organization shall comply with all University of Miami policies and procedures, including but not limited to those policies set forth in the Student Rights and Responsibilities Handbook, The Student Organization Handbook, as well as local, state, and federal laws.

Article V. Membership

Section 1. General Membership

Membership of Name of Organization shall be open to all University of Miami students in good Academic Standing who have paid their Student Activity Fee. Name of Organization shall not discriminate on the basis of race, color, sex, handicap, age, sexual orientation, or political and religious affiliation in any of its policies, procedures, or practices. Non-voting memberships may be extended to interested faculty, administrators, staff members, and alumni of the University.

Section 2. Active Membership

A. Active Membership in Name of Organization is defined as those students who...

*Nationally affiliated organizations must include a copy of the National Organization's Constitution and/or By-laws. Religious Organizations must also include the Chaplain's Association Code of Ethics.

B. Benefits of Active membership include the right to vote, . . .

Article VI. Executive Board

Section 1. Positions

A. Title

i. Descriptions/Responsibilities *(listed)*

Section 2. Eligibility Requirements...

Section 3. Length of Term

The length of the term of office for Executive Board members shall be for one academic year.

Section 4. Installation

Installation of new Executive Board members will occur in the spring semester and is to be facilitated by the exiting executive board and/or advisor.

Section 5. Vacancies/Succession

If a vacancy occurs it will be filled by. . .

Section 6. Impeachment/Removal of Executive Board

A. Petition

Two-thirds (2/3) of the Executive Board must agree or two-thirds (2/3) of active members must sign a petition to ask for impeachment of executive board member.

B. Process

Active members, the Executive Board, Advisor, and the Executive Board member being impeached must be notified at least two weeks in advance of the impeachment hearing. The impeachment hearing must occur while classes are in session.

C. Hearings

The moderator of the impeachment hearing will be the Advisor. Three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. Each side will be given the opportunity to present their case and the active members may ask questions. A two-thirds (2/3) vote of active members present is needed for conviction and removal.

Article VII. Elections *(Please refer to Elections Addendum at the end of this document to include in this section)*

Article VIII. Committees

Section 1. Standing Committees (Please note, Standing Committees is an optional Section)

A. Title

i. Descriptions/Responsibilities (please list)

Section 2. Special Committees may be appointed at the discretion of the Executive Board.

Article IX. Advisor

The Advisor of Name of Organization shall be a full-time faculty, administrator, or staff member at the University of Miami.

Article X. Meetings

Section 1. General

General member meetings will be held. . . *(how often?)*

Section 2. Executive Board

Executive Board meetings will be held. . . *(how often? Please note that it is recommended that at least a 1:1 ratio is kept between Executive Board and General meetings)*

Section 3. Special

Special meetings will be held at the discretion of the Executive Board.

Article XI. Discipline

Section 1. Reason

Misrepresentation of the organization or behavior that is detrimental to its guiding principles and/or objectives.

Section 2. Process

A mandatory meeting between the member being disciplined, the advisor, and the President shall be held at a time and place agreed upon by all parties involved.

Section 3. Consequences

Based on the severity of the action, the member will be disciplined accordingly. Sanctions will be determined during the mandatory meeting by the President, with the approval of the Advisor, with the most severe form of discipline being the revocation of active membership status.

Article XI. Amendments to the Constitution

Section 1. Submission

Amendments to this constitution shall be submitted to the Executive Board in writing.

Section 3. Process

A. 100% of the Executive Board must be in agreement for adoption of the amendment.

B. If 100% of the Executive Board is not in agreement, a vote of active membership must occur.

i. Notification of changes to the constitution must be made at least 2 weeks before voting occurs.

ii. 3/4 of the active membership is needed before voting can occur. A 2/3 vote of active members present is needed for the adoption of the amendment.

Section 4. Final Approval

Amendments must be presented to the Committee on Student Organizations for approval prior to implementation.

Article XII. Dissolution of the Organization

Section 1. Process

Name of organization may be dissolved after dissolution is approved by the Executive Board and by a vote of 3/4 active members, provided that a notice of the vote on dissolution is furnished to all active members at least sixty (60) days prior to the vote.

Section 2. Obligations

Upon dissolution, the Executive Board will utilize assets of the organization to pay all obligations and expenses of the organization.

Section 3. Approval

Notice of dissolution must be presented in writing to the Chair and Advisor of the Committee on Student Organizations and must include reason of dissolution.

*****SECTIONS THAT ARE BOLDED ARE TO BE WRITTEN VERBATIM*****

Sample Elections Procedure Addendum:

Please be advised that the elections procedures provided are samples to help guide you in determining your elections procedures. You may decide to use aspects of each Sample to create your own procedure.

** Please note: A majority vote winner is defined as 50%+ 1 person. Popular vote winner is defined as the candidate that receives the most votes.

Sample Elections Procedures I

Section 1. Timeline

Elections for Name of Organization will be held in the spring semester at a time and place left at the discretion of the board.

Section 2. Procedures

A. Facilitation

Elections will be facilitated by a non-returning Executive Board Member and the Advisor.

B. Eligibility

All active members who have been active for at least one semester are eligible to run for office.

C. Nominations

Any member may nominate an active member for any office prior to the day of elections.

D. Voting

i. Only active members have the right to vote.

ii. Elections are done by secret ballot, the winner will be determined by popular vote.** In the event that there is a tie for the most votes received a run-off election will occur between the tied candidates until there is a winner.

Sample Elections Procedures II

Section 1. Timeline

Annual election of Name of Organization Executive Board shall occur during the spring semester at a time and place determined by the Executive Board.

Section 2. Procedures

A. Facilitation

Elections will be facilitated by the Advisor and a non-returning Executive Board Member.

B. Eligibility

All active members who have been active for at least one semester are eligible to run for office.

C. Nomination

- i. Nominations for executive board positions shall be opened no later than four weeks prior to the election. Candidates for the executive board must be nominated by an active member of the organization. Candidates may be nominated for more than a single office, however, once elected to a position; their name shall be removed from consideration for any subsequent office. The nominee must accept their nomination either in person, or in writing to the President, by a time and date determined by the current Executive board.
- ii. Current nomination lists shall be sent to organization members no later than one week prior to the election.

D. Voting

- i. Only active members have the right to vote.
- ii. Officers will be elected in the following order:
 - a) (List positions here)
 - b) ...
- iii. A candidate for office need not be present at the Election.
- iv. Candidates will be allowed to give a timed presentation on their platform
and why they feel they should be elected to a specific position.
- v. Candidates will be asked to leave the room during the voting. Candidates who are also voting shall be permitted to cast votes in writing prior to the vote.
- vi. Executive board members shall be elected by a majority** of voting members present at the election meeting provided quorum is met. Quorum is defined as ___% of active membership. If more than two candidates are running for any office, successive votes shall be taken until one candidate receives a majority vote. In successive votes, the candidate receiving the fewest votes shall be eliminated.

Sample Elections Procedure III

Section 1. Timeline

The general Executive Board Elections for Name of Organization will take place during the second half of the Spring semester at a the time and place determined by the Executive Board in place.

Section 2. Procedures

A. Facilitation

The Elections will be facilitated by the Advisor and a non-running active member appointed by the Executive Board. This appointed member is to remain neutral and relinquishes his or her right to vote.

B. Eligibility

Any active member who has been active for at least one full semester who is nominated is eligible to run for office.

C. Nominations

- i. Nominations for the Executive Board will take place in a general member meeting at least 1 week prior to Elections.
- ii. To be placed in the elections ballot each nomination must be seconded.
- iii. The Candidate must accept his/her nomination, either in writing or in person, in order to complete the nomination process.
- iv. A Candidate may be nominated for more than one position on the Executive Board.

D. Voting

- i. The sequence of voting for Executive Board will be the same as outlined in Article VI Section 1 of this constitution.
- ii. The position to be voted on will be announced and all the candidates for said position will exit the room.
- iii. One Candidate at a time will return to the room to give a brief speech followed by questions from the active members present. Time limits for speech and question shall be determined by board.
- iv. After all Candidates for said position have presented before the active members present, voting for that position will occur.

- v. The Candidate with the majority vote** wins. In case a candidate does not receive a majority, successive votes shall be taken until one candidate receives a majority vote.
- vi. The Candidate(s) that did not win may choose to roll down his or her nomination to the next elected position up for election.