

Student Organization Constitution (SAMPLE)

Revised Winter Quarter 2024

MISSION & VALUES

It is the mission of this organization to serve the student organizations of the DePaul University through socially responsible leadership and the Vincentian values. We seek to facilitate student involvement, student engagement, and leadership development to increase DePaul affinity. We believe in human dignity and the power of community.

MEMBERSHIP & MEMBERSHIP REMOVAL

This article outlines the requirements and expectations for membership to be granted into the organization. Membership in this organization is open to all DePaul University students.

NON-DISCRIMINATION

Membership, leadership, and activities will not be restricted on the basis of race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age, marital status, pregnancy, parental status, family relationship status, physical or mental disability, military status, genetic information or other status protected by local, state, or federal law.

[DePaul University's Anti-Discrimination and Anti-Harassment Policy](#)

AMENDMENTS & RATIFICATIONS

An amendment to the organization constitution may be proposed at any point throughout the academic year by members of the general body who have been an active participant for at least one academic quarter, any active officer, or the organization advisor.

The written amendment proposal should include:

- Current constitution article in question or issue at stake
- Detailed description of the proposed change
- Substantive reason for the change as it related to the organization's mission

The amendment proposal should be submitted via email to the president and advisor. A unanimous vote of the active officers is required to pass an amendment. Ratification of the amendment shall be enacted by the next academic quarter. The general body should be notified of any change to the organization constitution.

OFFICERS

The leadership shall consist of the President, Treasurer, Vice-President, and Secretary; all shall share equal power and status. The leadership shall represent the organization both on campus and off, officers are expected to exhibit and model behavior that supports the mission of the organization.

Duties & Responsibilities

- President

- Preside over leadership and/or general body meetings
- Responsible for annual DeHub renewal process
- Must work with Treasurer on SAF-B applications
- Shall meet with the organization advisor regularly
- Serve as Chair to Recruitment Committee
- Treasurer
 - Responsible for organization budget and financial accounts management
 - Communicate with leadership and advisor regarding organization financial status
 - Must work with President on SAF-B applications
 - Compile year-end budget report
 - Serve as Chair to Fundraising Committee
- Vice President
 - Preside over leadership and/or general body meetings in President's absence
 - Responsible for officer transition and training
 - Serve as Chair to Election Committee
- Secretary
 - Record meeting notes and attendance
 - Act as organization historian
 - Responsible for contact and communication with other student organizations, Office of Student Involvement staff, and outside organizations
 - Serve as Chair to Event Planning Committee

Elections & Appointments

To be eligible for an officer position, the candidate must be a current student at DePaul University, hold and maintain a minimum GPA of 2.0, support the mission of the organization, and have been a member of the organization for at least two academic quarters. The general body must be notified of all changes in leadership.

- Election
 - Annual officer elections shall take place at the beginning of each Spring Term.
 - Candidates will submit an application to the Elections Committee for consideration
 - The Election Committee, under the guidance of the Vice President, will select the most dedicated and qualified candidate by a 2/3 vote
- Appointment
 - In the case of a sudden and/or unexpected office vacancy, each remaining officer shall nominate a current general body member of the organization for consideration and with that person's prior approval
 - Nominees shall be selected by the Election Committee by a 2/3 vote

Resignation

Officers may choose to resign at any point for reasons including but not limited to academic success, change of major, or relocation. The resigning officer must provide a resignation notification to the remaining officers and organization advisor.

Discipline & Impeachment

If an officer has been found in violation of the organization's requirements or acts against the mission/values of the organization, disciplinary action must be discussed with the organization advisor and the Office of Student Involvement.

[Code of Student Responsibility](#)

COMMITTEES

The committees that serve the organization shall be the Recruitment Committee, Fundraising Committee, Election Committee, and Event Planning Committee. Each committee is made up of members of the general body and chaired by an organization officer.

- Recruitment Committee
 - The Recruitment Committee, under the guidance of the President, is responsible for on-going organization member recruitment efforts and act as membership liaisons.
- Fundraising Committee
 - The Fundraising Committee, under the guidance of the Treasurer, is responsible for the coordination of all fundraising efforts and must continually act in compliance with DePaul's Fundraising and Gift Policies
- Election Committee
 - The Election Committee, under the guidance of the Vice President, is responsible for managing the annual election procedures and communication with candidates regarding application requirements.
- Event Planning Committee
 - The Event Planning Committee, under the guidance of the Secretary, is responsible for the coordination of all organizational events, including but not limited to reserving rooms, ordering catering, creating DeHub events, and promotional flyers.