Please Note: The following must be included in your organization’s constitution per SA Bylaws:

- Organization’s Name (if acronym: please spell out completely)
- Purpose
- Requirements for Membership
- Advisor Section
- Method of Officer Selection (nominations, elections, special qualifications, etc)
- Impeachment Process
- How to Fill Vacant Positions
- Non-Discrimination Clause
- Meetings
- Amendments
- Behavior and etiquette

**Below is a sample constitution to use as a guide when creating your own constitution. Be sure to include all pertinent sections above and otherwise indicated within the sample constitution below.**

**NOTE:** If creation of a restrictive organization (i.e: fraternities, sororities, organizations which require a try-out/audition process, etc.) is desired, then the constitution of said organization must outline in their constitution a desire to be a restrictive organization where full membership and full participation is selected by a clearly defined and outlined democratic process in addition to the other requirements listed above. A restrictive organization shall be unable to request any funding from the Student Association. Any organization that offers certain privileges or opportunities due to limited membership must clearly outline in their constitution how the organization’s regular membership is providing ample opportunity for involvement.

**SAMPLE CONSTITUTION**

**Name of Organization**

**Article I. Name**

Include name of your organization as well as any acronym for which the organization might stand for.

**Article II. Purpose/Aims**
State the purpose of your organization. Include goals that you hope to achieve as a collective group. Goals such as making the community a better place for students, making your organization’s members into tomorrow’s leaders, etc. are appropriate.

**Article III. Membership**

Membership requirements should include the standards that members are expected to uphold. Include goals that the organization might have for members. State what does and does not make a member eligible to become part of the organization.

**Please Note: Those operating under a restrictive membership will not be eligible for SA funding. Examples of this include organizations requiring try-outs or the possibility of not gaining full and/or equal membership.**

**Article IV. Executive Board/Officers/Faculty Advisor**

**Section 1: Definition of the Executive Board**

Example: President, Vice President, Secretary, and Treasurer.

**Section 2: Duties of the Executive Board Officers**

(Explain in detail the responsibilities of each executive. Outline each duty that they are to perform while in office.)

A. President  
B. Vice President  
C. Secretary  
D. Treasurer

**Please include a section in your constitution outlining an impeachment process and how to fill vacant seats. In the event of the loss of an executive board member, it is imperative that there is a process put in place following succession.**

**Section 3: Faculty Advisor**

(Explain the responsibilities of the faculty advisor)

**A Faculty Advisor must be a current, full-time, university employee in good standing with the University and the SA. The role of the faculty advisor is to oversee the organization and make sure it is doing whatever is in the best interest of the organization, and to assist the organization in fulfilling and obeying all applicable SA and NIU policies, as well as federal, state, and local laws. No person shall serve as the advisor to more than three (3) student organizations.**
**The advisor must sign off on the Advisor Agreement Form and Officer Forms. All forms are available in the SA Suite, Campus Life Building 180, or online at www.niu.edu/sa.

Section 4: Special Qualifications for any Executive Board Member

(Explain all special requirements or qualifications such as GPA, educational Major/Minor requirements, etc.)

Article V. Elections

Section 1: Nominations

A. Eligibility
   1. Explain who is eligible to nominate for an election.

B. Procedure
   1. Explain when the nominations will take place.
   2. Explain if there needs to be a second, or if the person can nominate himself or herself.

Section 2: Voting

A. Eligibility
   1. Explain who is able to participate in the voting process.

B. Procedure
   1. Explain when the elections will take place, and the general voting process.

C. Impeachment Process
   1. This process must be very specific on how the group will conduct the impeachment process.

**Please Note: May be a good idea to include any foreseeable tie-breaker procedures and methods for reaching a nomination without full majority vote.

**Do not forget to mention how long terms will be and when elections will be held. i.e. first week in April, beginning of the fall semester, etc.

**Every change in Officers must be documented by turning in a new completed Officer Form to the SA Suite, Campus Life Building 180. Failure to do so will result in suspension.
Article VI. Meetings

Section 1: Procedure

A. Definition of Meeting
   1. Explain things like a quorum, and what it consists of.
   2. Things like when and where the meeting is held.
   3. Mention who delegates the meeting and its procedures.

Section 2: Behavior & Etiquette

Explain the general system that will be used to conduct the meeting. Describe the system of warnings or points that will be used if any person does not meet the behavior requirements.

Article VII. Amendments

Section 1: Procedure

Describe the procedure that will be followed during any proposed constitutional amendment. Include how many votes are needed for that amendment to pass. (Example 2/3 vote)

Article VIII. Non-Discrimination Clause

Every organization shall guarantee to all students the right to enjoy fair, impartial, and equal treatment including but not limited to- full membership and full participation in the organization- and shall not discriminate unlawfully on the basis of sex, race, national origin, ancestry, marital status, age, color, political views or affiliation, religious views or affiliation, sexual orientation, gender identity, or disability status.