Operational Document Example
This form may be used as a guide, but should be updated to provide relevant material specific for current group operations.

[Group Name] Constitution
Date Created/Amended

Article I: Name
The name of this organization will be ________________________________.

Article II: Group Description & Mission Statement
Briefly describe the purpose of your organization. Be as precise as possible since this statement will be listed in all student organization directories.

Article III: Membership
Section A: General Membership Eligibility Membership is open to current full-time or part-time Drury University students. No student will be denied membership based on grounds of race, color, national origin, gender, sexual orientation, religion, age, or disability.
   1. General Membership is open to:
      a. current full-time or part-time Drury University students [requirement]
      b. [requirement]
   2. General members have full rights and responsibilities of the organization when ____________________.

Section B: Honorary Membership Guidelines [if applicable]
1. Honorary membership is open to any faculty or staff member who:
   a. [requirement]
   b. [requirement]
2. Honorary members are non-voting members.
3. Honorary members will not directly benefit from SGA funding.

Section C: Dues & Collection Procedures [if applicable] The collection and disbursement of dues will not be based on grounds of race, color, national origin, gender, sexual orientation, religion, age, or disability.
   1. The fiscal year for __ (name of organization) __ will be from _ (month) _ to _ (month) _.
   2. The amount of annual dues and any applicable penalty for not paying these dues will be determined each year by __ (name of organization) __.
   3. Dues will be $ __ (amount) __ per year.

Article IV: Voting
Section A: A quorum will be established with _____ [number of members/percentage of membership] ___ members/membership.

Section B: A member will be considered a member in good standing provided that...
   1. ________________________________________________.
   2. ________________________________________________.

Section C: Each member in good standing may vote.

Article V: Officers
Section A: President, Vice President, Secretary, and/or Treasurer. (Advisor may also be included in this section). These officers comprise the Executive Committee or Board.

Section B: All officers must be members of __ (name of organization) ___.

Section C: The term of office will be from __ (month/year) __ to __ (month/year) __.

Section D: Election of officers will be held annually or monthly [please choose one].

Section E: At least two weeks notice will be given before the election meeting. Nomination will be initiated from the floor and elections done by ballot. The person receiving majority vote will be elected.

Section F: Any officer may be removed from office by two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. The officer in question will be considered reinstated with two-thirds approval of the members of the organization.
Section G: Any vacancy that may occur in an office will be filled by appointment by the remaining members of the Executive Board pending ratification at the next group meeting (ratification is optional).

Article VI: Duties of Officers

Section A: President
1. The president is the chief executive officer of the organization.
2. The president appoints all committee chairpersons.
3. The president (with approval of the Executive Board) directs the organizational budget.
4. Vacancies in office will be filled by the appointment procedure listed in Article V, Section G.

Section B: Vice President
1. The vice president is the parliamentarian for the organization.
2. The vice president will assume the duties of the president should the office become vacant or in the absence of the president.
3. The vice president will have the current constitution and its bylaws.
4. The vice president will be responsible for scheduling programs.
5. The vice president performs other duties as directed by the president.

Section C: Secretary
1. The secretary is responsible for keeping the minutes of all general and Executive Board meetings during the elected/appointed term of office.
2. The secretary will provide a copy of the minutes for each officer.
3. The secretary will provide a copy of all minutes for the organization’s permanent record.
4. The secretary maintains a complete and accurate account and file of all group activities.

Section D: Treasurer
1. The treasurer makes a quarterly report containing a list of all receipts and disbursements and the location of property represented in these figures.
2. The treasurer keeps a current record of all financial transactions for the organization.
3. The treasurer provides a copy of the quarterly reports for each officer of the organization.
4. The treasurer performs other duties as directed by the president.

Section E: Campus Advisor
1. The advisor must be an active faculty, administrator, or staff member of Drury University.
2. The advisor assists the group in their execution of roles and responsibilities.
3. The advisor provides feedback to the organization regarding its operation and functioning.
4. The advisor serves as a resource for alternatives with regards to decision-making or ideas.
5. The advisor should be aware of the organization’s status and all financial transactions.
6. The advisor should be aware of any and all procedures and regulations affecting the group and also should assist in the organization’s adhering to them.
7. The advisor should provide advice upon request and share knowledge, expertise, and experience with the group.
8. The advisor will be a non-voting member of the Executive Committee.
9. The advisor will attend organization meetings at least once per month.

Article VII: Structure of Group Committees

Section A: Committee Identification & Appointment
The following committees (other than the executive Committee or Board) will be appointed by the president and are subject to ratification of the organization during a regular business meeting:
1. _____________________________.
2. _____________________________.
3. _____________________________.

Section B: The duties of the standing committees will include the following... (Provide concise details of the responsibilities of each committee)

Article VIII: Notice of Meetings

Section A: The times for regularly scheduled meetings will be determined by a general consensus of the active membership during the first regular business meeting of the term.

Section B: At least ____ day(s) notice will be given for each regular business meeting of the organization.

Section C: The Executive Committee may call special meetings at any time.
**Section D:** The meetings will include a quorum, order of business, and disposition of minutes.

**Article IX: Meeting Operations**

**Section A:** Robert’s Rules of Order/revised edition should be followed by the organization when it does not conflict with the constitution. For more information concerning Robert’s Rules of Order and Parliamentary Procedure, please consult the following website:

http://www.rulesonline.com/start.htmlror-01.htm

**Section B:** Robert’s Rules of Order may be suspended by two-thirds vote of active membership during a regular business meeting.

**Article IX: Organization Standards & Accountability**

**Section A:** Any member or officer not fulfilling membership obligations may be removed from the student organization. This is the process of group accountability:

1. Warning
2. Meeting with President & Campus Advisor
3. Removal from Organization

**Section B:** Members or officers may be removed or reinstated pending a decision from __________________________