Student Organization
Student Organization
Constitutions

I. Name of Organization
II. Statement of relationship to, or affiliation with off-campus organization(s), is any
III. Purpose(s). These must be in harmony with the stated objectives of the College
IV. Membership
   a. Qualifications
   b. Procedure for joining
V. Officers:
   a. Title
   b. Powers and duties
   c. Qualifications
      i. Must be in good standing with Ursuline
   d. Terms of office
   e. Provision for removal from office
   f. Provision for filling vacancies
VI. Committees (if any)
   a. Names
   b. Membership—how determined
   c. Purpose(s), duties
VII. Meetings
   a. Fair provision for meeting to be scheduled regularly and announced in advance
   b. Quorum for conduct of business
   c. Special procedure(s), if any, for conduct of business
   d. Vote required for action
VIII. Elections
   a. Provision for regular elections (at least annually)
   b. Provision for fair representation of members in voting
   c. Provision for fair election procedures
IX. Finances
   a. Statement of how funds will be obtained (given by Student Activities, petition for extra funding from the College Events Committee).
   b. Responsibility for preparing a budget and for maintaining accurate financial records

   *Note: All student organization treasuries are maintained in the College Treasurer's Office*

X. Advisor(s)
   a. Provision for one or more advisors who are on the faculty or professional administrators

XI. By-laws (if desired)
   a. Statement of how by-laws are to be developed and adopted

XII. Ratification
   a. Statement of how the constitution is to be adopted
      i. By the organization
      ii. By the Committee on Student Organizations

   *Note: A copy must be filed with the Director of Student Activities*

XIII. Amendments
   a. Fair provisions for amending the constitution
   b. Amendments must be ratified by the same procedure as the constitution and a copy submitted to the Director of Student Activities

   All organizations formed among the students must have the approval of the administration and remain under the general supervision of the administration. These guideline also include all matters recommended in Robert's Rules of Order for constitutions