

# High Point University

*Organization's Name*

## Constitution

### Article I. Name

*Organization's formal name should be provided. If abbreviated version is used throughout the rest of the document, the abbreviation should be stated here.*

#### REVIEW:

1. *Does the proposed name of the organization clearly identify the group?*

### Article II. Purpose

*The primary focus, reason for existence, etc., should be listed here.*

#### REVIEW

1. *Does an existing organization meet the stated purpose?*
2. *What is the value-add for HPU students by adding this organization?*

### Article III. Membership

#### REVIEW

1. *The statement in bold below must be included restricting membership to full-time, HPU day students.*
2. *Are levels of membership defined? i.e. active, inactive?*
3. *If a GPA is required to join, why is this criteria stated and how is this verified?*

#### **Section 1. Student Membership**

*List the criteria for who can be a member. Depending on the purpose of the organization, criteria will vary greatly. Criteria may include majoring in a certain area, having a minimum GPA, having an interest in the topic or purpose listed above, attendance at meetings, etc. If necessary, differentiate between the criteria for active and inactive members.*

**Note: Student members must be undergraduate students currently enrolled full-time in HPU's day program.**

## Section 2. Sanctions for Members

### REVIEW

1. *Is the process and criteria for the removal of members clearly stated?*

*Include the process by which any member can be sanctioned for not meeting the organization's criteria for membership. Note who will decide a member does not meet criteria, how the member will be notified, the length of time the member has to correct the situation, and the sanction imposed for not making the necessary correction.*

## Section 3. Non-discrimination

### REVIEW

1. *The statement boxed below must be included, as written, in the constitution. Protected classes may be further defined if the organizations so chooses.*

*All HPU organizations must include a non-discrimination policy. The following statement must be included as it is written here:*

**Membership and participation in this organization will not be denied to anyone on the basis of race, ethnicity, religion, national origin, age, gender, disability, or sexual orientation in the practice of recruiting, membership, organizational activities, or opportunities to hold office.**

*Additional areas of non-discrimination may be included (e.g., political views, personal beliefs, socioeconomic status).*

## Section 4. HPU Faculty/Staff Advisor

### REVIEW

1. *A specific person should not be listed, simply list the requirements*
2. *Does the advisor need to be from a specific discipline or field of study?*
3. *Are the role and expectations of the advisor clearly stated?*

*List the criteria for the HPU Faculty/Staff Advisor (e.g., full-time faculty or staff member, has an interest in the organization's purpose). Do not include the person's name.*

## **Article IV. Officers**

### REVIEW

1. *Is an SGA representative clearly identified?*
2. *Is the process for elections and appointment clearly outlined?*
3. *Are elections held at an appropriate time of the semester to allow for officer transition?*
4. *How are position nominations conducted?*
5. *Is a percentage of membership stated for nominations and elections?*
6. *Are the process and criteria for the removal of officers stated?*
7. *Can any member call for the removal of an officer?*

### **Section 1. Positions and Duties**

*Include a general statement about the overall role the officers will serve (e.g., providing leadership, providing vision for the future, ensuring organization is meeting its stated purpose). List each position on a separate line. Include the criteria for that position and whether the position is elected or appointed.*

*Every organization should have the equivalent of: president, at least one vice president to act in the president's absence, secretary to record organization's activities and meetings, treasurer to maintain financial records, and SGA representative to attend SGA meetings. The organization is encouraged to have more than one SGA representative. Include the starting and ending dates of each officer position.*

*If some or all officers are referred to as an executive committee or council, the makeup of the group should be defined here.*

*If a member can hold more than one officer position, state it here. If a member can only hold one officer position, state it here. If the organization does not have an opinion on this matter, a statement is not necessary.*

### **Section 2. Nominations, Elections, and Appointments**

*If positions are filled by election, include how and when nominations are made, how and when elections will be held. Note the percentage of the membership that must vote to make the election valid (called quorum). If positions are appointed, include how and when appointments are made and who makes the appointments.*

*If a vacancy occurs during a time other than at the end of the position's term, include how the vacancy will be filled.*

### **Section 3. Removal of Officers**

*Include the process by which any officer (including the president) can be removed from a position. Note what is required to call for removal. Note the percentage of membership that must vote to make the removal valid and by what margin the removal is carried out.*

### **Article V. Dues**

#### REVIEW

- 1. A specific amount for dues should not be stated*
- 2. "No dues" should not be stated*
- 3. The process, including when, how and who, decides dues should be stated*
- 4. The process and criteria for deciding dues should be stated*

*The decision to impose dues should be made by the organization. State whether dues will be collected, generally describe how the dues will be used, and when they will be collected (e.g., one-time dues, annual dues). If an organization does not choose to collect dues, state it here.*

### **Article VI. Meetings and Business**

#### REVIEW

- 1. The frequency of meetings should be stated but not specific dates*
- 2. The type of business to be addressed during meeting must be stated*
- 3. Are the criteria for special meetings listed?*
- 4. Is it clear who can call for a special meeting? Should allow for all members to call for a special meeting.*
- 5. Quorum must be clearly defined.*
- 6. Procedures for voting must be stated: how to vote, how break a tie, how are votes tracked (ballot)*

### **Section 1. General Meetings**

*In general describe the organization's meeting schedule (e.g., regularly, ad hoc, monthly, once per semester, during the summer term, etc.). List who can call a general*

*meeting. If meetings can be scheduled on an ad hoc basis, note how far in advance a meeting must be called and how members will be notified.*

## **Section 2. Special Meetings**

*List who can call a special meeting, and note how far in advance a meeting must be called and how members will be notified. If a special meeting can be called only for a specific purpose, state it here. Members must have the means to call a meeting without input or approval from officers.*

## **Section 3. Business**

*List the percentage of membership that must be present to call a binding vote (i.e., do business) and any other rules regarding voting (e.g., who may vote, who may not vote, whether those voting must be present or can vote by absentee ballot or proxy, how votes will be cast, how a majority is determined, how ties are handled)*

## **Article VII. Amendments**

### REVIEW

1. *All amended constitutions must be sent to the Student Affairs Committee for review and approval*

*On occasion this constitution may require major or minor modifications. Describe the process by which the constitution can be amended. Include who can propose the amendment, how the membership will be notified of the proposal, how the membership can offer feedback, the method by which the decision is made to accept or reject the proposed amendment (i.e., what percentage of the membership must vote, what percentage must favor the proposed amendment for it to be accepted), and when the proposed amendment would go into effect.*