Northeastern University
Constitution Template for CPS Student Organizations

Items in BOLD are considered mandatory for club recognition
Items in ITALICS are suggested for more efficient organization functioning, but may be altered or removed
(Items in parentheses are notes for your writing, and \textbf{should be removed} from the draft when complete)

Your constitution should be a timeless document. Anything that could change on a regular basis should not be in your constitution and should be put in your by-laws, if you decide to create them.

\textit{Your constitution MUST be reviewed by the College of Professional Studies and the Office for Student Affairs before it can be formally accepted.}
Article 1: Name

Section 1: The name of this organization shall be the _______ of Northeastern University, hereafter referred to as _______.

Please try to incorporate the word “CPS” into your name to distinguish your group from other organizations on campus.

(The “hereafter” clause should be an abbreviation or short-form of the student organization’s name that is used in all following mentions of the organization within the constitution.)

Article 2: Purpose

Section 1: (This section must briefly describe the timeless purpose and role of the student organization. It should describe what the organization does on a broader scale and is not a place to describe specific programs and initiatives of the organization.)

Article 3: Affiliation

Section 1: _______ is affiliated with ___________.

(This section is required if your student organization has any affiliation with any other regional, national, or international organizations. If you are not affiliated with any other group outside of Northeastern University, then omit this section and renumber the succeeding articles accordingly.)

Article 4: Membership

Section 1: _______ does not discriminate on the basis of race, national origin, color, gender, gender identity, religion, religious creed, genetics, sex, age, ancestry, veteran status, disability, or sexual orientation.

Section 2: Membership will be open to all students enrolled in the College of Professional Studies (CPS). The organization can determine if its audience within CPS should be narrowed to either undergraduate CPS or graduate CPS. If it is determined to be focused on undergraduate students, graduate CPS students would become associate members as indicated in Section 3.

Section 3: All students not enrolled in the College of Professional Studies and/or non-Northeastern affiliates may become associate members by paying a membership fee that is set by the executive board, but will not exceed $20 per semester. Associate members are not eligible to vote or hold any position within this organization by either election or appointment.

Section 4: _______ will maintain a membership of at least eight members at all times.

Section 5: Dues shall be ___________.

(Dues are not required nor recommended for most student organizations. However, if the nature of the organization does require dues, include their details here and explain their legitimate justification when meeting with the approval body.)
Article 5: Officers

Section 1: All officers will be responsible for knowing and understanding the information in the Student Organization Handbook, the Code of Student Conduct, and all other published university policies. Elected officers must possess a minimum GPA of 2.5 and must be in good standing with the Office of Student Conduct and Conflict Resolution.

Section 2: All officers must be enrolled in the College of Professional Studies at Northeastern University.

Section 3: The officers of ___________ and their roles shall be:

- President:
- Vice President:
- Secretary:
- Treasurer:
  - in charge of finances, fundraising, attending all Student Activities Business Office required meetings

(Aside from the required positions of the President and the Treasurer, other officer positions are determined at the discretion of the student organization; Vice President and Secretary are suggestions. In this section, the details of each officer role should be as specific as possible and encompass all of the officer’s responsibilities; the only required detail is the bolded clause for the Treasurer.)

Article 6: Advisor

Section 1: The advisor to the organization must be a full-time faculty or staff member at Northeastern University. The advisor will be an ex-officio, non-voting member on all committees of the organization.

Section 2: The advisor will be responsible for the fiscal health of the organization, in conjunction with the College of Professional Studies.

Section 3: The advisor can meet with officers as needed.

(If necessary, include additional sections detailing the role of the advisor, but avoid demanding several specific requirements of the advisor.)

Article 7: Election of Officers

(With the exception of the voting member definition section and the term of office section, the details of the student organization’s election process are at the discretion of the organization. The suggested sections below encompass what should be detailed: when elections are held, the order of officer role elections, the voting process, etc.)

Section 1: Elections shall be sufficiently publicized to all members ____ weeks in advance.

Section 2: The nomination process will take place [day of elections, week before elections, etc]. Members may nominate others or themselves, with self-nominations requiring a second.
Section 3: The election process will take place during the spring semester.

Section 4: Each position will be voted on separately. The voting process will begin with the office of the President, the Vice President, then the Secretary, and then the Treasurer. A nominee who is not voted into the original office for which he or she was nominated, may then be nominated for any of the remaining offices.

Section 5: A nominee is voted into office with a plurality vote of the current membership. 
(A simple majority vote may be used, but if so, then a runoff election clause for the scenario where a majority is not reached must be included.)

Section 6: A voting member is defined as one who has attended 50% of meetings and functions during the current executive board's term.
(Generally, it is a 50% requirement, but the actual attendance minimum for voting membership status is at the discretion of the student organization. Additional requirements for voting membership status may be added.)

Section 7: The term of office shall be one year, from the beginning of summer I to the end of the spring semester of the following year.
(While it is suggested that the officers serve one year terms, the term of office is left to the discretion of the student organization. Regardless of the length of the term, please refer to the term's duration in terms of semesters, and include the summer semesters.)

Article 8: Parliamentary Authority

Section 1: Robert’s Rules of Order will be the guide for all organization procedures not specifically defined in this constitution and by-laws.

Section 2: Quorum will be over 50% of total current membership.
(Generally, quorum is reached at over 50% of the total membership, but the necessary minimum is at the discretion of the student organization.)

Article 9: Amendments

Section 1: The by-laws and constitution may be amended by a 2/3 majority vote of present members.
(Generally, it is a 2/3 majority, but the necessary vote is at the discretion of the student organization.)

Section 2: Notice of the amendment must be presented in writing at least one meeting prior to the vote.
(Generally, notice is given one meeting prior, but the exact length of time is left to the discretion of the student organization.)

Section 3: After a constitutional amendment is approved by the organization, the amendments must be presented to the designated approval body for review and approval.
(Amendments to a student organization’s by-laws are not presented to the designated approval body.)