

[Your Logo Here]

CONSTITUTION OF [YOUR GROUP NAME HERE]

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## CONSTITUTION OF [YOUR GROUP NAME HERE]

### **ARTICLE I: NAME**

[This is where you state the full name of your organization. Very short Article.]

### **ARTICLE II: OBJECT**

[This is where you state the reason why you are forming your group. Can be a bit longer, probably no more than 1-3 paragraphs.]

### **ARTICLE III: MEMBERS AND DOCUMENTATION**

[This is where you say who can be a member, who can run for leadership/executive positions, term lengths, etc. This is also where you say you're going to follow the documents and procedures you say you will. Longer section, probably 3-8 paragraphs.]

### **ARTICLE IV: ORGANIZATIONAL STRUCTURE**

[Discuss the roles your group has. What each is responsible for, etc. Most groups have an executive with the following...

President: In charge, chairs meetings, face of group, signing authority for banking things, etc.

VP: can have multiple. Do things such as chair if president is away, make sure the group is following its governing documents/rules, talk to other groups, etc.

Secretary: take notes. Make room bookings with SGC. Make minutes.

Treasurer: in charge of budget and expenses. Can be combined with secretary.

Social reps: talk up your group and get people to come out to things/help organize events

Other:]

### **ARTICLE V: AFFILIATED PERSONS AND ORGANIZATIONS**

[Where you say who you cooperate with. The SMSS and CoM are two good ones to list here.]

### **ARTICLE VI: PROCEDURES AND POLICIES**

[Make sure to say your group will be democratically elected and all your meetings etc. will follow Robert's Rules of Order → it's basically the way all meetings are held. Ask the SGC if unsure what these are. Also outline any procedures or protocols your group will follow etc.]

### **ARTICLE VII: MEETINGS AND TURNOVER**

[state that you'll have meetings, how often, how position turnover is to occur, etc.]

### **ARTICLE VIII: COMMITTEES**

[ Outline how your committees will work if you plan on having any. A committee can work on a larger project your group wants to accomplish, for example]

### **ARTICLE IX: ELECTIONS**

[Outline how long term positions are and how elections are held and when. Who is your elections officer – usually the VP or secretary]

### **ARTICLE X: REMOVAL FROM OFFICE**

[be short but explain how you hold leaders and members accountable, how they can be removed/replaced]

### **ARTICLE XI: AMENDMENT OF THE DOCUMENTS**

[outline how your group can change its constitution or policies – vote usually, at a meeting where all members have a say]

### **ARTICLE XII: DISSOLUTION**

[outline what happens to the group and funds and assets if it stops functioning as a group. Most groups leave funding etc. to the SMSS in case the group starts up again.]

