

SAMPLE CONSTITUTION FOR STUDENT ORGANIZATIONS

The following is provided as a sample only. Your organization may deviate from this sample provided that Item 1, Article III and Item 2, Article IV are included. You may wish to elaborate on this template or customize this document for your particular organization.

Article I. Name

The name of the organization shall be _____.

Article II. Purpose

The _____ is concerned with the political, social and cultural issues regarding _____. The group will seek to promote greater awareness and understanding of these issues in the Harvard community by appropriate means such as publications, meetings, seminars, and other educational activities.

Article III. Membership

1. Membership in this organization shall be open to all students in good standing currently enrolled in the Graduate School of Design, regardless of race, creed, color, sex, sexual orientation, or physical disability.
2. Membership shall be retained until the student severs relations with the University whether by graduation or otherwise. Membership will be retained during the vacations and recesses of the University.
3. All members shall pay such annual dues as may be designated from time to time.
4. Any member may resign at any time by filing a written resignation with the Secretary.

Article IV. Officers

1. The officers of the group shall consist of a President, a Vice-President, Treasurer, and Secretary, and other officers as may be designated by the group.
2. All officers shall be registered in the Graduate School of Design.
3. The President shall be the chief executive officer of the group and shall have general supervision and control of its activities and programs.
4. The Vice-President shall assist the President and assume his or her duties when the President is unable to serve.
5. The Treasurer shall have general charge of the financial affairs of the group. He or she shall keep accurate records of these affairs.
6. The Secretary shall keep a record of all meetings of the group and of all activities and programs. He or she will handle all formal correspondence between members and officers of the group.

Article V. Elections

1. Officers shall be elected annually by members of the group. Elections shall be held in September or during the month of April. The term of office shall start on

- the first day of summer recess and shall terminate on the last day of the following academic year.
2. Any member of the group may be nominated for election. Nominations shall be filed in writing with the Secretary at least two weeks before the date appointed for elections. All members shall have one vote by secret ballot. Members may vote by written proxy if necessary. The Secretary shall be responsible for informing all members of the election date and candidates.

Article VI. Meetings

1. Meetings of the group shall be held on a regular basis for the purpose of determining policy, activities, programs, and other business. Special meetings of the group may be called by the President, the Secretary, or any five members of the group.
2. A simple majority of the group shall constitute a quorum.
3. The President shall chair all meetings. In the President's absence, the Secretary shall chair and another member shall be appointed Secretary for the duration of the meeting.
4. Notice of regular and special meetings shall be communicated to all members of the group by the Secretary.
5. All members shall have one vote with respect to any resolutions put forward during a meeting. Members may vote by written proxy if necessary.

Article VII. Amendments

1. This constitution may be amended by a two-thirds majority vote of the group.
2. Any three members of the group may propose an amendment. Proposals shall be filed in writing with the Secretary prior to a meeting, so that the group may debate the proposal. Amendments may be voted on at regular or special meetings.