

How to Make Your Club's Constitution

Congratulations! You have finished your SILD registration requirements and are now ready to begin the process of being recognized by SGA. The first step in the process is to make a constitution.

What is a constitution and why do I have to make it?

A constitution is a set of guidelines and rules that your club will follow. Every club's constitution varies because every club is different, however most clubs constitutions follow a very similar format. A constitution is required in order to be properly recognized by SGA, which makes SGA funding and resources available for clubs.

How do I format my constitution?

SGA provides guidelines to clubs that they should follow when making their constitution. The guidelines are attached to this sheet. It may also help to look at another club constitution to see what kind of details they include. It is best to focus on Articles I, II, and III. All other articles must be copied verbatim to include the minimum requirements, but every club reserves the right to add to these minimum requirements as long as it follows SILD and SGA policy. All clubs reserve the right to add to these minimum guidelines.

It is highly encouraged that new clubs meet with the SGA Vice-President after completing their registration process with SILD. The Vice President will review the process of creating a Constitution and becoming recognized by SGA. You can schedule a meeting with the Vice President via e-mail.

I have a draft of my club's constitution, now what?

Once your draft is completed, log onto CollegiateLink and go to SGA's page. Then click on "forms" and "Constitution Review Request 2016-2017". The SGA Vice- President will then contact you with the date that your proposed club will be seen at Constitution Committee.

Constitution Committee will meet Wednesday's at 6:30 PM in the SGA Conference Room.

****In order to be seen at constitution committee a rough draft must be submitted by 12noon on the previous Thursday****

What is the Constitution Committee?

The Constitution Committee is a small group of SGA members who looks over your club's constitution, makes necessary changes, and learns more about the club is seen at Senate. A member of your club should be present at this meeting to confirm any changes or recommendations that the Constitution Committee finds.

I went to Constitution Committee, now what?

Once you have gone to Constitution Committee, the SGA Secretary and Vice President will make the appropriate changes to your constitution and email them back to you. You must attend a Senate meeting that is determined at the Constitution Committee, to go over your Constitution for the first time. Senate meetings are typically held on Tuesday nights in the Alumni Room at 7pm.

What happens at SGA meetings?

SGA meetings (also known as Senate) consist of about 30-40 members who will review your constitution. They may ask you questions about your club's mission and goals. They will look for any additional changes that should be made to your constitution, but don't worry you will not need to come back to Senate even if changes are found. Senate meetings are on Tuesdays at 7:00 p.m. Senate meetings are typically held in the Alumni Room; however, the location may be changed due to unforeseen schedule changes.

I went to an SGA meeting, am I done yet?

SGA will email you the changes that were made. If you have questions or concerns with your Constitution after it is passed, you may direct them to SGA Vice-President.

Can a club change their constitution?

Absolutely! If at any time you would like to change something about your club or how it is run you will have to email the Vice-President of SGA with your edited constitution and request to be added to the Constitution Committee agenda.

SGA Vice President:

Pat O'Connor

E-mail: poconnor2@student.framingham.edu

SGA Office MC404

SGA Secretary:

Dayna Marchant

E-mail: dmarchant@student.framingham.edu

SGA Office MC404

Constitution Committee Times & Deadlines:

[Wednesday's at 6:30 PM in the SGA Conference Room \(MC404\)](#)

[**In order to be seen at constitution committee a rough draft must be submitted by 12noon on the previous Thursday**](#)

Please feel free to email them at any time or stop by the SGA office with questions or concerns.

Student Government Association's Constitution Guidelines for Clubs and Organizations.

As a group interested in receiving recognition/funding from the Student Government Association, we ask that you write a constitution so that the student body can be assured that the groups that are funded through the Student Activity Fee all adhere to a standard set of guidelines for the running of student funded organizations.

****Please note that anything written in *bold italics* must be written into the club constitution. Any other provisions added to the constitution will be done so at the discretion of the club.****

Structure:

In order to assure readability and continuity, we ask that you use the following format while writing your club constitution. Please follow the standard outline format provided below, use five-space indentations, and type constitution.

Article I Name:

This article will simply state the name that the club will be known as. *"The name of this club shall be _____."*

Article II Purpose:

In this article, the club will state the goal and objective of the new club. It can incorporate a statement of how the existence of the club will benefit the campus community.

"The purpose of this club shall be to _____ through... (discussion/speakers/activities, etc..)"

Article III Membership:

All clubs that desire Student Government Association funding must use the following statement:

"Membership shall be open to all full-time or part-time matriculated Student Activity fee-paying undergraduate students and all full-time, day division matriculated Student Activity fee-paying graduate students of Framingham State University as verified by the University"

Non-voting membership can be open to anyone that the club desires to include, as long as it is understood that all business decisions (appropriation of funds, the election of officers, etc.) will be made only by the voting membership. Non-voting membership is not required and is at the discretion of the club.

Voting membership can be limited to certain club members in the constitution. For example, a club can require a member to attend a minimum number of meetings in order to vote in elections. This is at the clubs discretion.

Article IV Officers:

You must have at least four (4) officers to be a recognized club through SILD.

1. President (*Required)
2. Vice President (Can be substituted for another office title, if appropriate)
3. Secretary (Can be substituted for another office title, if appropriate)
4. Treasurer (*Required)

Clubs may wish to add more Executive Board positions to this list, but these four (4) positions, or positions labeled in a similar manner, must be incorporated into the constitution. Please make sure to include duties for each position.

Article V Elections:

All club officers must be elected by the General Membership and their results reported to the Office of Student Involvement (SILD) by the deadline date for all campus elections determined by SILD each year.

Article VI Recall:

Any voting member of the club may ask for a vote recall of any officer with just cause. The officer must be notified of the request at the least two (2) weeks prior to the vote. The meeting in which the vote of recall is to the place shall be announced one (1) week in advance. A two-thirds (2/3) vote of the voting members is needed.

Article VII Advisor:

The Advisor shall be elected annually by the General Membership. The advisor must be a fulltime member of the faculty, staff, or administration at Framingham State University.

Article VIII Order of Succession:

In the event that a position is vacant, then a special election shall be held in order to fill the vacant seat. If the President seat shall become vacant at any point during the academic year, the Vice President shall assume the President position, until a special election date is determined by the General Membership to fill the vacant seat(s). All rules of elections still apply for special elections.

Article IX Emergency Business:

If the club feels there may be circumstances that will require immediate action and assembling the General Membership would be impractical, authority shall be given to the Executive Board. The General Membership shall be notified by the Executive Board of any Emergency Business that is done.

Article X Meetings:

Meetings should be held as often as needed for the smooth operation of the club.

It is at the discretion of the club how many times the club should want to meet. If desired, each club may provide this information in the club constitution to allow flexibility in meeting times.

Article XI Quorum:

Quorum is the amount of members needed to conduct business of the club at a meeting. The amount quorum consists of shall be no less than a simple majority.

Article XII Amendments:

Any amendments must be proposed at a general meeting. All votes need a vote of quorum or more. Any constitution may be amended by a two-thirds (2/3) vote of the General Membership and approval of SGA.