

Constitution Guidelines: Clubs & Organizations

All recognized student clubs and organizations must have an electronic constitution on file with the Office of Student Involvement. The guideline information that follows must be included in a constitution, though the design may be different.

Questions? Send an email to Keriann, Program Manager of Student Involvement:

Keriann.Mcdonough@unh.edu.

What is a constitution?

A constitution is a document that outlines the fundamental principles, structure, and limits of an organization or club. The objective is to create a document that covers these topics in a simple, clear, and concise manner.

Why should I have a constitution?

Every recognized student organization at UNH Manchester is required to file a current constitution to establish basic procedure and orders of operation. Your constitution serves to:

- Outline your basic structure
- Provide the cornerstone for building an effective club
- Allow members and potential members to have a better understanding of what the club is about and how it functions.

Using the following outline, create a typed document and bring it to Room 292 or email it to Keriann McDonough (Keriann.mcdonough@unh.edu).

Article I – Mission Statement

A mission is like a guide, a piece of each organization's constitution that serves to establish direction for the organization as a whole. This statement can be the same or altered from the initial statement as recorded on the Student Organization Recognition form. The following are helpful questions to consider in creating a mission: What is the purpose of your organization? Where would you like to see your organization in the future?

Article II – Membership

Specify any membership requirement information. For example: *As a member, one is required to attend club meetings regularly and actively support club projects.*

Article III – Officers

Every organization must have two officers at minimum: the main student leader, typically President, and an additional officer position, such as Co-President, Vice-President, and so on. If the organization so desires, additional officer positions may be created. The duties and responsibilities of each position should be specifically outlined.

For example: *Officer Duties*

- President: preside over all meetings; ensure that the organization is operating in conformity with the standards set forth by the Office of Student Involvement; maintain communication with club advisor
- Vice President: preside over meetings in the absence of the President; coordinate club promotion and publicity of events
- Secretary: maintain an accurate record of all club meetings; maintain membership directory and contact information
- Treasurer: maintain an accurate record of club transactions

Article IV – Elections

Articulate how officers are elected, how long a term is, and when elections are held.

Article V – Meetings

Specify how often meetings are held, where, and how they will be announced. Meeting weekly or at least every other week is recommended.