

## Governing Documents: Constitution

- A. Defines the purpose and principles of the organization
- B. Spells out the membership, typically, all students enrolled at the college/university
- C. Establishes the basic structure of the organization
  - 1. Branches:
    - a. The Executive Board, made up of the President, Vice-President/Public Relations, and Secretary/Treasurer.
    - b. The Student Senate. The senate shall have sixteen Representatives. The Representatives will be elected from the student body at-large, regardless of the candidates' academic classifications.

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## Governing Documents: Constitution

- 2. Officers
  - a. Elections
  - b. Term of office
  - c. Powers
  - d. Governing rules
  - e. Meetings
    - i. Who is the chair and line of succession?
    - ii. Creation of the agenda and deadlines
  - f. Quorum
- 3. Must provide for amendments and procedures for ratification

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## Governing Documents: By-laws

1. Sets forth the procedures for operating the organization
2. Defines the criteria to be a member
  - a. Requirements
  - b. Responsibilities
  - c. Guidelines for removal of a member
3. Dues and other fees
4. Duties of the officers
  - a. Powers
  - b. Responsibilities
  - c. Job descriptions
  - d. Procedures for filling vacant positions
  - e. Removal from office

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## Governing Documents: By-laws

5. Membership and duties of the Executive Board
6. Committees
  - a. Standing
  - b. Creation of special committees
  - c. Chair appointment and/or selection
  - d. Meeting
  - e. Powers and duties
7. Must provide for amendments and procedures for ratification

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## Governing Documents: Standing Rules and/or Policies

1. Defines procedures, traditions, and decorum. Could include items such as:
  - a. Dress code
  - b. Office hours
  - c. Stipends and other compensation
  - d. Travel policies
  - e. Other?
2. Roberts Rules of Order, Newly Revised is typically defined as the resource for anything not covered in the governing documents

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