**Undergraduate Association Constitution Template**

**Article 1 Name**

The name of the organization shall be **[Name of Organization] at Nazareth University. [Optional: include chapter designation if part of a national organization and/or the organization’s founding date.]**

**Article II Purpose**

The purpose of the organization is to **[insert organization’s mission or purpose statement.]**

**Article III Authority**

 **[If applicable]:** This organization is affiliated with **[Name of National or Affiliated Organization]** and also adheres to the **[National or Affiliated Organization]** Bylaws or governing document(s).

 This organization will establish bylaws to govern administrative and procedural matters (such as time, location of meetings, etc.) Bylaws shall not conflict with this constitution and may be adopted, amended, or temporarily suspended by a majority vote at an organization meeting. (Advance notice is not required.)

 This organization, as a recognized student organization at Nazareth University, adheres to the University’s Student Code of Conduct, Statement of Respect and Diversity, Notice of Non- Discrimination, and Hazing Policy.

 **Student Code of Conduct -** Refer to the [Student Handbook](https://www2.naz.edu/files/8214/7032/6642/2016-2017_College_Policies.pdf)

 **Statement of Respect and Diversity**

Nazareth University embraces a society that is both diverse and inclusive, and values both respect for the person and freedom of speech. Respect for the dignity of all people is an essential part of the University’s tradition, mission, and vision for the future as we advance a socially just and equitable community. The University promotes civility and denounces acts of hatred, violence, and/or intolerance.

We define diversity as a continuum of individual, group, and social differences, both visible and invisible. This definition compels us to confront inherent privilege, power, and marginalization to achieve equity and social justice. Diversity at Nazareth is concerned with, but not limited to: race, ethnicity, socioeconomic status, gender, gender identity, sexual orientation, religious and spiritual belief, ability, national origin, veteran status, age, and those individuals with cultural characteristics that have been historically underrepresented and underserved.

Nazareth University is dedicated to inclusion, the active pursuit of conscious and sustained practices and processes that value and respect differences. This commitment to diversity and inclusion informs our curriculum, teaching, learning, scholarship, creative activities, co-curricular activities, residential life, community involvement, and support of these endeavors by the Nazareth Community.

This commitment includes:

* engaging in a continual process of education, critical self-reflection and dialogue regarding privilege, power, and marginalization,
* promoting greater access and inclusion through systemic and structural change, and
* ensuring that all students, faculty, and staff reach their fullest potential individually and collectively.

This endeavor is essential in meeting the goal of preparing our students and ourselves for meaningful lives in a diverse and global society.

**Notice of Non-Discrimination**

The University does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, disability, age, religion, physical and/or mental disability, medical condition, veteran status, marital status or any other characteristic protected by institutional policy or state, local or federal law. The University does not discriminate on the basis of sex or gender in its educational, extracurricular, athletic or other programs or in the context of employment. The University, as an educational community, will respond promptly and equitably to reports of sex discrimination and harassment, sexual harassment, sexual violence, stalking, intimate partner violence, and sex- or gender-based harassment that do not involve conduct of a sexual nature in order to eliminate the harassment, prevent its recurrence, and address its effects on any individual or the community. All Nazareth students, faculty, staff, visitors, and guests are expected to comply with federal, state, and local laws.

 **Hazing**

**[Name of Organization]** shall not engage in hazing.

New York state law and Nazareth University policies prohibit hazing, and any violations will be reviewed by the student conduct office. Behavior prohibited under this law includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of liquor or drugs; actions insulting or embarrassing another individual; and actions in the form of social pressure which might cause harm to an individual, regardless of their willingness to participate. Generally, New York state law provides that:

A. A person is guilty of hazing in the first degree when, in the course of another person’s initiation into or affiliation with any organization, s/he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury, and

B. A person is guilty of hazing in the second degree when, in the course of another person’s initiation or affiliation with any organization, s/he intentionally or recklessly engages in conduct which creates substantial risk of physical injury to such other person or a third person.

**Article IV Membership**

 Membership in the organization must be open to all members of the Undergraduate Association at Nazareth University and must comply with the University’s statement of non- discrimination.

 Active members shall be those members who regularly attend meetings and shall have the right to voice, vote, and hold office.

 Associate members shall be those members who do not fulfill the requirements of active members.

 **[Some organizations have additional categories of membership, such as honorary membership. If this applies, include the categories of membership along with associated requirements and privileges.]**

**Article V Officers & Elections**

 The officers of **[Name of Organization]** shall be president, vice president, secretary and treasurer. **[Optional: insert the title for additional officers if there are more or change the name of the titles to make them reflect what the organization will call them.]**

 Only active members shall be eligible to hold office within the organization.

 Officers must be a currently enrolled student, a member of the Undergraduate Association, maintain a GPA of at least 2.0 and be in good disciplinary standing. If an officer fails to maintain these requirements, may be removed from their position at the discretion of the Director of Student Activities & Leadership. If removed, a replacement shall be elected.

 All officers serve for a term of one (1) year starting on commencement day and finishing on commencement day of the following year.

 To be elected, it is necessary for a member to be nominated (self-nomination is permitted) and seconded and thereupon receive majority approval of those members present and voting.

 An individual may be nominated for more than one position but must declare, on or before the close nominations, for which office they will be running.

 Elections shall be held in early April and one week’s advance notice should be given prior to the election.

 All voting will be by secret ballot.

 If there are any vacancies during the year, new elections will be held at publicized meeting to fill the position.

**Article VI Meetings**

Regular meetings shall be held **[weekly, bi-weekly, or monthly].**

Special meetings may be called by the President or a majority of the Executive Board. All members must be given a minimum of 24 hours notice prior to the meeting time.

 Members must be present to vote; no proxies permitted.

 In order to vote, members must be in good standing. **[State what constitutes “good standing” for your organization.]**

**Article VII Advisors**

The **[Name of Organization]** shall have a Nazareth University advisor who is a full-time or part-time faculty or staff member. Advisors shall service on an academic year basis or until their successor has been selected.

**Article VIII Finances**

 **[Name of Organization]** will adhere to all Undergraduate Association and University financial policies and procedures.

**Article IX Amendments**

 Proposed amendments to this constitution shall be presented to the members, in writing, one meeting prior to the meeting where the amendment will be voted upon.

 Constitution amendments require approval by two-thirds (2/3) of the voting members present at a regular meeting.

 Once approved by the organization, the amendments must be approved by two-thirds (2/3) vote of the Undergraduate Association Senate.

 A copy of any amendments must be submitted to the Student Activities Office within two weeks of adoption.

**Bylaws**

**[Name of Organization]** at Nazareth University

**Section I The officers of [Name or Organization] shall be:**

1. **[title]**
2. **[title]**
3. **[title]**
4. **[title]**

 **[If you have more officers, continue to list them.]**

**Section II Executive Board**

The Executive Board shall consist of the elected officers with the advisor serving as a non-voting member.

 The Executive Board shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

 The Executive Board shall report to the membership all actions taken between meetings and, unless too late to do so, any actions taken by the Executive Board can be rescinded or modified by the membership by a majority vote.

**Section II Powers and Duties of Officers**

1. **[List presidential duties here]**
2. **[List vice presidential duties here]**
3. **[List treasurer duties here]**
4. **[List secretary duties here]**

 **[If you have more officers, continue to list them and their duties above.]**

**Section III Special Committees**

1. **[Optional: If you have special committees, list their names and duties here; otherwise, delete this line and leave the next three).]**
2. Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.
3. The Executive Board shall appoint, and may remove, committee members and a chairperson for each committee.
4. The Executive Board may dissolve committees at their discretion.

**Section IV Discipline of Members**

1. When a member believes that another member has engaged in conduct that is detrimental to the organization, a conversation should be held with either the organization advisor or the Director of Student Activities & Leadership.
2. If warranted, the member may move forward with impeachment proceedings.

**Section V Impeachment**

Any officer may be removed from their position due to violation of this constitution, negligence of duty, inefficiency in office, or any other action considered detrimental to the name or purpose of the organization.

 The Executive Board must provide the member in question with a written statement identifying the reasons why they may be impeached. The member then has one week to prepare a defense to be brought forth to the organization membership or submit a letter of resignation.

 If the member does not resign, there must be a two-thirds (2/3) vote of the membership to impeach. If impeached, a hearing will be held the following meeting where both parties can share their concerns. At the end of the hearing, the membership will vote on removal from office. A vote of two-thirds (2/3) is required for removal.

This constitution and these bylaws were adopted on **[insert date originally created]** and most recently revised on **[insert date of latest edits.]**