

SGA Mock Constitution for Registered Student Organizations

The mock constitution is a template that can be followed to ensure that your organization creates a complete constitution that complies with the requirements of the SGA. Certain parts of the mock must be changed and additions must be made in order to tailor it to your organization. Once changes are complete, it is no longer a “mock constitution,” but the constitution for your organization. Do not forget to replace information in parentheses with information regarding your organization specifically. Parentheses are only added to emphasize information that should be changed or added accordingly.

****Go over the constitution carefully to make sure you have completed all changes. ****

☺ Best of Luck with the registration process! ☺

**This page should NOT be included in final copy of
Constitution**

(Organization Name)

Revised (Semester & year) [Don't Forget page #'s]

ARTICLE I: NAME AND PURPOSE

***SECTION ONE: NAME**

This organization shall be known as (insert organization name), a Registered Student Organization of the Student Government Association of Montclair State University Incorporated under a (academic, cultural, social/communal, special interest: arts/media, community service/philanthropy, political/activism, spirituality/religious, other) classification.

***SECTION TWO: PURPOSE**

The purpose of this organization is (insert purpose).

ARTICLE II: MEMBERSHIP

***SECTION ONE: ELIGIBILITY**

Membership is open to all fee-paying undergraduate members of the Student Government Association, Inc.

***SECTION TWO: MEMBERS IN GOOD STANDING/VOTING**

MEMBERS

Those who attend a minimum of (insert number) general membership meetings in a single semester will be entitled to voting privileges thereafter.

***SECTION THREE: SPECIAL MEMBERSHIP/HONORARY**

MEMBERSHIP

Honorary Membership may be conferred upon individuals who do not meet the eligibility standards of the organization but do remain active with the organization.

ARTICLE III: ADVISOR

A faculty/administrative advisor must be appointed by the President and approved by 2/3 of the voting membership present. The advisor shall serve in an advisory capacity only and must be an ex-officio member.

ARTICLE IV: MEETINGS

***SECTION ONE: MEETING TIME**

At the first meeting of each semester, the membership shall set forth a day and time for general membership meetings, which must be adhered to throughout the semester.

***SECTION TWO: EMERGENCY MEETINGS**

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Emergency meetings may be called by the President or Vice President. Voting members may call for an emergency meeting by 2/3 of the voting members signing a petition, which is submitted to the President or Vice President.

***SECTION THREE: QUORUM**

Quorum is the minimum of fifty percent plus one [you can choose to change quorum minimum] of the voting membership required to be present in order to call a meeting to order where business will be legally transacted.

***SECTION FOUR: TRANSITIONAL MEETINGS**

Transitional meetings shall be held after the election of the new Executive Board, with the outgoing Executive Board, where all organizational materials will be transferred.

ARTICLE V: EXECUTIVE BOARD

***SECTION ONE: THE EXECUTIVE BOARD**

The organization shall be administered by an Executive Board, which shall consist of President, Treasurer, and Room Reservation Representative [recommended role absorbed to the Secretary position] [list additional officers if necessary, recommended at least Vice President].

[Duties must include, but are not limited to those outlined below]

***SECTION TWO: DUTIES OF THE PRESIDENT**

- a. Must act in accordance with all current SGA Polices, Procedures & Sanctions, and ensure that the organization does the same.
- b. Preside over all meetings. [This could go under duties of the Vice President if the organization wishes]
- c. Shall vote only in the case of a tie, excluding elections. [If “b” is placed under the Vice President, “c” must go with it]
- d. Be the official host of the organization.
- e. Co-sign financial documents with the Treasurer.
- f. Shall attend the SGA Leadership Conference/Retreat.
- g. Maintain access to MSU’s room reservation system/Engage to reservations on behalf of the organization.
- h. [Feel free to include additional duties] h. – i. –

***SECTION THREE: DUTIES OF THE VICE PRESIDENT**

- a. Oversee the functioning of all committees.

- b. Fulfill the duties of the President in his/her absence.
- c. May vote at any time with the voting board.
- d. Must act in accordance with all current SGA Policies, Procedures & Sanctions.

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- e. [Feel free to include additional duties] f. – g. –

***SECTION FOUR: DUTIES OF THE ROOM RESERVATION REPRESENTATIVE**
[Secretary]

- a. Must act in accordance with all current SGA Policies, Procedures, & Sanctions. b. Maintain access to MSU’s room reservation system/Engage to reservations on behalf of the organization (in addition to the President).
- c. Maintain complete records of all correspondence.
- d. Shall provide up-to-date organization information to the SGA.
- e. May vote at any time with the voting board.
- f. [Feel free to include additional duties] f. – g. –

***SECTION FIVE: DUTIES OF THE TREASURER**

- a. Manage the accounts of the organization and co-sign financial documents with the President.
- b. May vote at any time with the voting board.
- c. Shall attend the SGA Financial Policy Training.
- d. Must act in accordance with all current SGA Policies, Procedures, and Sanctions.
- e. [Feel free to include additional duties] f. – g. –

[Renumber sections appropriately if your organization has additional officers.
Additional officers’ duties would be listed here.]

***SECTION SIX: EXECUTIVE BOARD MEETINGS**

The Executive Board shall meet (insert number) time(s) per month to coordinate and discuss the organization’s activities.

***SECTION SEVEN: TRAINING**

All officers shall be responsible for the training of their successors.

***SECTION EIGHT: TERM OF OFFICE**

The term of office for all officers shall be from June 1st to May 31st.

[If your organization’s term of office must coincide with the calendar year per policy of a parent organization, the Constitutional Review Committee will work with you in developing date sensitive sections of your constitution. If there is no parent organization, it is strongly recommended that you adhere to these terms of office dates.]

ARTICLE VI: ELECTIONS

***SECTION ONE: ELIGIBILITY**

Anyone wishing to run for any Executive Board position must have been a voting member of the organization for (insert length of time), and must currently be an

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undergraduate member in good academic standing with Montclair State University.

***SECTION TWO: PROCEDURES**

- a. Nominations for executive offices shall be taken at the (insert number) meeting in the month of (insert month). Nominations may be made by (insert who can nominate).
- b. The election for positions for the following year shall be conducted at the (insert number) meeting of the month of (insert month). [This is typically a week after nominations.]
- c. Voting shall be conducted by secret ballot.
- d. Tabulation of the votes shall be done by two or more mutually agreed upon members in good standing.
- e. A plurality of the votes cast is required to win.
- f. The SGA Attorney General must be informed of the election proceedings accompanied by proof of the electoral results no later than seven days after the election.

***SECTION THREE: VACANCIES**

- a. In the event the office of the President is vacated, the Vice President shall complete the term, and a new Vice President shall be elected.
- b. In the event that any other office is vacated, nominations shall be held at the next meeting with the election to occur at the following regular meeting. All appropriate procedures governing elections shall be followed, however the dates aforementioned do not apply to emergency elections. The replacement officer shall serve for the remainder of the term.

OR:

In the event that any other office is vacated, the President shall appoint a replacement for the remainder of the term with the advice and consent of 2/3 of the voting membership.

ARTICLE VII: COMMITTEES

***SECTION ONE: STANDING COMMITTEES**

[There is no limit to how many Committees you have]

- a. The (insert title) Committee shall be responsible for the following:_____.
- b. The (insert title) Committee shall be responsible for the following:_____.
- c. The chairman/chairwoman of all standing committees will be appointed by the President with the advice and consent of the voting membership.

***SECTION TWO: AD HOC COMMITTEES**

Ad hoc committees may be formed by the President with the advice and consent of the voting membership. The chairman/chairwoman will be appointed by the President with the advice and consent of the voting membership.

***SECTION THREE: MEMBERSHIP**

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All members in good standing shall serve on (insert number) committee(s).

ARTICLE VIII: REMOVAL OF PRIVILEGES

***SECTION ONE: LOSS OF VOTING RIGHTS**

A member may lose his/her voting rights with the following justifications:

- a. The member has accumulated (insert number) of absences.
- b. The member fails to maintain in good faith the requirements necessary to carry out the purposes of the organization.

***SECTION TWO: LOSS OF OFFICE**

An officer may be removed from office by acting in contradiction to the constitution or showing irresponsibility with the organization's functioning through his/her duties. The process for removal shall be as follows:

- a. The officer may be brought up for removal by a petition signed by a majority of the general membership.
- b. The accusers shall present their argument for removal at the earliest possible meeting provided the accused has been given two weeks to prepare a defense.
- c. A 2/3 vote of the voting membership present shall be required to remove the officer.
- d. The SGA Attorney General, Chief Justice, or an Associate Justice must be present at any impeachment proceedings.

***SECTION THREE: APPEALS/REINSTATEMENTS**

Any action taken under the auspices of this article may be appealed within two weeks. A 3/4 vote of the voting membership present shall be required to reinstate the member or officer. Reinstatement of voting rights can also be reestablished by following the guidelines set forth in Article (insert number): Membership.

ARTICLE IX: AFFILIATION AND NON-DISCRIMINATION

***SECTION ONE: AFFILIATION CLAUSE**

- a. This is a Registered Student Organization of the Student Government Association of

Montclair State University, Inc. (SGA), but is not part of the SGA itself.

- b. In all correspondence and publications, it may refer to itself as a Registered Student Organization of the Student Government Association of Montclair State University, Inc. (SGA), but not as part of the SGA itself.
- c. [Insert name of organization] accepts full financial responsibility for all activities it sponsors.
- d. [Insert name of organization] agrees to abide by all pertinent Montclair State University policies and regulations, including the SGA Statutes and the MSU Student Codes of

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Conduct.

- e. [Insert name of organization] recognizes and understands that neither the SGA nor MSU assume legal liability for the actions of [insert name of organization].

***SECTION TWO: NON-DISCRIMINATION CLAUSE**

- a. SGA Recognized Student Organizations' Non-Discrimination Policy: Membership and all privileges, including voting and officer position, must be extended to all students without regard to race, color, sex, sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, or national origin in programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

ARTICLE X: AMENDMENTS

***SECTION ONE: INTRODUCTION OF AN AMENDMENT**

Amendments may be introduced by the President or by a petition signed by a majority of the voting members submitted to the President. The proposed amendment must be introduced at least one meeting prior to voting.

***SECTION TWO: PASSAGE**

A $\frac{2}{3}$ majority vote of the voting membership present shall be required for the amendment to pass.

***SECTION THREE: FINAL APPROVAL**

Final approval by the Student Government Association of Montclair State University, Inc. is necessary before any amendments go into effect.

ARTICLE XI: PARLIAMENTARY PROCEDURES

Robert's Rules of Order shall govern all procedural matters not governed by this

constitution.

ARTICLE XII: DELEGATION OF POWERS

All powers not expressed in the document are hereby delegated to the Student Government Association of Montclair State University, Inc.

ARTICLE XIII: ADVERTISING CLAUSE

This organization shall use only its full chartered name or a recognizable abbreviation in all of its advertising for meetings and events. All advertising shall state, “(insert

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organization name) is a Registered Student Organization of the SGA.” All advertising must follow current SGA and MSU posting policies.

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