These guidelines will help you create a lasting document which will simplify and expedite the registration process for your group.

You may add sections as appropriate to your group but you must include pertinent University rules and regulations that are part of all registration procedures. Refer to the Fordham University Student Handbook, for policies relevant to student organizations. Your completed constitution must be submitted with your group’s member list signed by 15 members along with their social security numbers, a club officer listing form, and a signed faculty/ administrator consent form for review according to the club registration process. This information will be kept on file in the Office of Student Activities in 204 McGinley Student Center. Clubs will be notified by U.S.G. as to their approval status.

For further information, please contact the U.S.G. Vice President for Operations.

ARTICLE I – NAME
What is the exact title that will be used in addressing the organization? You may not use Fordham University as a part of your name unless you perform or compete in the public and are officially sponsored by the University, such as the Fordham University Band. Other groups may refer to themselves as, for example, Asian Cultural Exchange at Fordham University.

ARTICLE II – PURPOSE
What is the group’s purpose? The group must state its purpose as related to the expected contribution to the overall mission of Fordham University and to the advancement of social, moral, cultural, intellectual, or spiritual development of its individual members and the University community. The group must meet a need not presently met by any other club, organization, or department on the Rose Hill campus.

ARTICLE III – MEMBERSHIP
Who is eligible for membership? Are there any membership restrictions on University students (i.e., grade point average, class standing, etc.)? All organizations must affirm that they will not restrict membership based upon national origin, race, religion, creed, gender, sexual orientation, age or physical handicap. If your group differentiates between voting and non-voting members, please explain the distinction. Finally, you must state that you will comply with the University’s Hazing Policy and not impose or participate in any form of hazing.

ARTICLE IV – OFFICERS/ ELECTIONS
Who are the officers, by title? Are there any special categories of officers? What officers constitute an executive committee? What are the duties of each officer? Describe the process by which officers will be elected or selected. It should state that elections will occur at the beginning of March and the new officers will take office at the end of March, prior to the submission of operations and budget papers to U.S.G. and the Office of Student Activities.

ARTICLE V – MEETINGS
How often will the group meet? Who will call the meetings? What is a quorum? What is needed to pass a motion, (e.g., 2/3, simple majority)?

ARTICLE VI – CONSTITUTIONAL AMENDMENTS
How are the amendments proposed? Is there a period of time required between the proposed amendment and a final vote? How many votes are necessary to carry an amendment? (Special Note: Amendment changes to a constitution normally require a two-thirds vote.) State that all amendments, additions or deletions must be filed with the Office of Student Activities within one week of adoption, and that any and all changes must be approved by the Operations Committee prior to adoption.

ARTICLE VII – ACKNOWLEDGEMENTS
Here the group will state it realizes the responsibilities it takes on as set forth in the purpose and that it will abide by the Constitution of U.S.G. and the University policies and regulations as stated in the Student Handbook. It must also state that its views do not necessarily represent those of the University.

BE SURE TO DATE YOUR CONSTITUTION AND MARK REVISED IF IT HAS BEEN REVIEWED AND UPDATED.