

Guide to Drafting Student Group Constitutions

A student group's constitution is the primary document that is referenced in the event of one or more disputes. Accordingly, we ask that each student group include articles I through VIII, answering the questions below in a manner that best reflects its operational needs. In addition, as the constitution is meant to include all necessary and applicable provisions, we encourage student groups to include additional articles as they may deem fit.

We also ask that student groups pay attention to the language used in their constitutions. Formality and brevity are recommended over informal, long-winded clauses.

- **Article I: Name & Last Review Date**

- Please list the name of your student group in full, e.g. *Test Club*, *Test Club BU*, *TerrierCentral BU Chapter*, etc.
 - Do not start org name with Boston University or BU
 - If your org has a chapter name add to overall name eg SAO – Alpha Omega Chapter
- Please list the date it was last updated or reviewed as it must be dated within 3 years in order for it to be approved.
E.g. Student Activities Organization Constitution 2025/2026 Academic Year or (Last reviewed/ updated/amended Spring 2025)

- **Article II: Aim/Purpose**

- In no more than two lines (combined), please talk about the core purpose of your student group, as well as how you plan on achieving your goals.

- **Article III: Membership**

- Who is eligible to be a member of your student group: undergraduates, graduates or both?
 - Where undergraduates are concerned: part-time students, full-time students or both?
 - Note: Undergraduate Groups, AB Funding comes from Community Service Fee only charged to Full-Time Undergraduate Students. Therefore, if you have part-time undergrads and graduate student members, they must pay to participate in events, attend conferences, etc that organizations received AB Funding to help cover costs for, as they have not contributed to it. (*include this in your constitution*)
- All constitutions must include this sentence in this particular article: *"In accordance with University policies, Boston University prohibits discrimination and harassment on the basis of race, color, natural or protective hairstyle,*

religion, sex or gender, age, national origin, ethnicity, shared ancestry and ethnic characteristics, physical or mental disability, sexual orientation, gender identity and/or expression, genetic information, pregnancy or pregnancy-related condition, military service, marital, parental, veteran status, or any other legally protected status in any and all educational programs or activities operated by Boston University. Retaliation is also prohibited.”

- o How do eligible students become members?
 - Through an audition/a formal recruitment period
 - Attendance at a certain number of meetings (in a semester, in a year)
 - Payment of dues (amount must be specified, e.g. \$30 per semester, \$60 per year to be collected via Eventbrite and deposited straight into organization SAO account.
(Complete Form on Engage/Terrier Central – Eventbrite Setup for Dues or Merchandise Sales (Not Event-Related))
- o Who will keep the official roster of the student group?
Please ensure they are also reviewing and updating the roster on Terrier Central

- **Article IV: Meetings**

- o General Body Meetings (GBMs)
 - How often will the group meet? How often will the E-Board meet?
 - Who will convene these meetings? (and if known, where will they be held?)
- o E-Board Meetings
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 - Who will convene these meetings? (and if known, where will they be held?)
- o Special Meetings
 - Who can call for special meetings, if any?
 - State how info on those will be conveyed (via email, on social media, etc)

- **Article V: Executive Board Structure**

- o **E-Board Eligibility Baseline Requirements from SAO (these are non-negotiable: *please copy and paste this section in your constitution*)**
 - Undergraduate Groups: “E-Board Members/ Officers must be Full-Time, Undergraduate Students of Boston University in Boston (i.e. not in a study abroad program) during their term of office”
 - Officers should be serving ideally for the entire academic year/ 2 consecutive semesters for the Greek Life Organizations that run by the calendar year)
 - No member can hold more than one position on the E-Board

- No alumni can hold a position on the E-Board
 - No member can be on the E-Board whilst studying abroad or during a leave of absence.
- o Please include any additional requirements for E-Board members as long as they are not in contradiction to the above
- o E-Board Requirements from SAO to be recognized and approved annually (Undergraduate & Graduate Groups) *(include this section in your constitution)*
 - Each Group must have
 - Maximum of 1(ONE) President – we need one point person approving event requests. No Co-Presidents.
 - 1 or More Vice-Presidents (we advise 2 max)
 - Maximum of 1 (ONE) Treasurer
 - Maximum of 1 (ONE) Secretary
- o List who will be on the Executive Board (E-Board) of the group AND their roles/ responsibilities.
 - Each group must have a President, Vice President, Secretary, and Treasurer
 - Will there be any others on the E-board? List them and their roles
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 - On Terrier Central please do not create organization created titles for the main 4 (President, VP, Treasurer, Secretary) as each position creates a separate officer card (something we cannot change) which is confusing seeing the same person as a Secretary and VP of Operations
 - What are the responsibilities of each member?
 - Note: Only the Secretary is given access to 25Live so please include that they should be responsible for all room/space reservations on campus
- **Article VI: Executive Board Elections & Transition**
 - o Where elections for the next academic year are concerned...
 - Who will be governing these? (and what makes an election valid?)
 - Who gets to vote?
 - When and where will these be held?
 - Spring Elections for next academic year should happen between the return from Spring Break and no later than April 10th/15th?
 - Fall Elections for the organizations that run calendar year wise should happen no later than December 1st so changes can be made on TerrierCentral and Secretary Change Form filled to submit to Reservations for 25Live (it will be sent out and close last day of classes)

- Are there any additional requirements that come with standing for a certain position? (e.g. to stand for President, a member must have already been on the Executive Board for one semester)
- How do members make their candidacy known?
- How is the winner decided upon?
- When does the new E-Board *take office*?
 - Note – E-Board is expected to finish the entire academic year and submit all event and purchase requests and make sure all things are approved and completed before new officers take over
 - New officers won't have admin access to TerrierCentral or 25Live till Re-Registration is approved (unless they were already on the E-Board) and after 25Live Training is sent out in July.
- o What is the *order of succession* should an officer resign or be dismissed?
 - Layout order of succession and/or how election will be held to backfill as members should not have multiple positions
- o Transition:
 - Is there a transition period where elected officers can shadow and learn from the outgoing officers and begin to plan events for the next year
 - Transition Documents and Meetings
- **Article VII: Student Group Advisor**
 - o Advisors must be Faculty/Staff of the University
 - o What are the advisor's responsibilities within the student group?
 - o Who will be the liaison to the advisor?
 - o Note – Advisor cannot be the primary contact
- **Article VIII: Amendments**
 - o Who can suggest changes/amendments to this constitution?
 - o How do these changes take effect?
 - Please refrain from simply saying 'a majority'; instead, specify what fraction (e.g. two-thirds) or percentage (e.g. 85%) constitutes a majority