Rider University – Lawrenceville Campus
Student Government Association

Guide for Developing a Constitution

The fundamental requirements of all constitutions are as follows:

Constitution

Preamble
States the purpose and aims of the group.

Article I
Name
Section 1
States the name of the group

Article II
Membership
Section 1
States the requirement or eligibility to join and size limitations, if any. Active membership must be limited to persons officially connected with the University.

Section 2
Should meet the non-discrimination and other legal requirements as a college organization as set forth by Rider University.

Article III
Officers
Section 1
Contains the list of offices, their terms and duties

Article IV
Executive Committee
Section 1
May or may not be necessary. States the make-up of the executive committee (board or council), the method of their selection, and their term of office.

Section 2
Provision for vacancies of offices or other executive members may be included in a section under this article.

Article V
Meetings
Section 1
States the regular meeting time and provisions for calling special meetings. If meetings cannot be held regularly, authority to call may be stated here.

Article VI
Amendment
Section 1
States the procedures of the Amendment(s) proposals and the eligibility to make a proposal.

Section 2
States the voting procedure of ratifying the Amendment(s). If more than majority of those present is desired, a special article should be included.

By-Laws
May or may not be necessary – Should be separate from the constitution
Sections of the by-laws deal with the following: Detailed material concerning members, such as rights, duties, responsibilities, resignation, and expulsion procedures.