



## SAMPLE CONSTITUTION

### ***CONSTITUTION OF THE STUDENT WORLD ASSEMBLY, (YOUR SCHOOL'S NAME HERE) CHAPTER Adopted (Date)***

#### **PREAMBLE**

The Student World Assembly (SWA) is a Non-Governmental Organization created to represent people in much the same manner as the United Nations represents governments. It provides a Deliberative Assembly through which students around the world can express their views, hear and understand the opinions of others, and deliberate and vote on world issues. It provides a vehicle for its members to participate in democratic processes of issue and candidate selection, deliberation, campaigning, representation, and voting through on-line Assembly sessions, regional and local meetings, and an annual in-person Convention.

The Student World Assembly encourages students to act as global citizens concerned with the well being of the global community and the global environment. It is independent of any political, ideological, or religious affiliation, and funded by donations from its members and supporters around the world. It abides by all pertinent International, National, State, and University laws and regulations. Neither the Student World Assembly nor any of its members shall conspire to commit any act that causes or is likely to cause bodily danger or physical or emotional harm to any member of the campus or world community.

#### **ARTICLE I Incorporation**

*Section 1.* The name of this chapter shall be Student World Assembly, (your school's name here) Chapter. All usage of the Student World Assembly name to identify this chapter shall be in this form.

*Section 2.* The purpose of this organization shall be to act as a satellite chapter of the larger body of the Student World Assembly. The primary responsibility of this organization shall be to encourage campus and community involvement in the exploration, discussion and voting of global issues via the SWA website ([www.studentworldassembly.org](http://www.studentworldassembly.org)).

*Section 3.* This organization shall adhere to the vision as established by the SWA. This vision "give a voice to the people of the planet, give everyone a chance—should they desire—to express their views, to discuss issues, and to vote on non-binding but potentially morally persuasive resolutions."

## ARTICLE II Goals & Objectives

- Section 1.* The goals of the Student World Assembly Chapter shall be to:
- Test the various aspects of discussing issues and electing delegates.
  - Publicize the project and attract additional financial and volunteer support.
  - Grow naturally into a larger Student World Assembly as students reach out to each other and their communities.
- Section 2.* The objectives of the (your school name) chapter shall be to:
- Contribute and deliberate on issues.
  - Campaign and vote.
  - Attend annual conventions.
  - Participate in committees that address global issues.

## ARTICLE III Membership

Membership shall be open to any student, faculty member, administrator or staff person regardless of race, sex, creed, national origin, disability or other status protected under the Universal Declaration of Human Rights as established by the United Nations.

## ARTICLE IV Governance, Officers & Elections

*Section 1.* The offices of the chapter shall be:

- President
- Vice President
- Secretary
- Treasurer
- Publicity Coordinator

*Section 2.* All student members shall be eligible to hold office.

*Section 3.* The term of Student World Assembly Chapter Officers shall begin in the first day of the regular academic year and end at the beginning of the following academic year.

*Section 4.* Elections for new officers shall be held during the final Spring semester meeting. A certified election shall meet the following criteria:

- A quorum must be present;

- b. All prospective officers must be nominated and seconded by Active Student Members;
- c. A nominee shall be elected to an officer position by receiving the greatest number of votes from the Active Student Members present and voting at the election meeting.

*Section 5.* Vacancies of officers shall be filled by appointment by the remaining officers.

## ARTICLE V Duties of the Officers

*Section 1.* The duties of the President shall be to:

- a. Schedule and call all Chapter meetings;
- b. Preside over all Chapter meetings;
- c. Represent the Chapter at all coordinating meetings with the relevant student body governing organizations at the school;
- d. Keep the Faculty Advisor informed of all Chapter activities;
- e. Ensure that new members feel welcome and understand the structure and purpose of Student World Assembly;
- f. Report to Chapter on broader SWA activities;
- g. Be informed about other Chapters' activities;
- h. Inform the Chapter of relevant campus, world, and Student World Assembly news.

*Section 2.* The duties of the Vice President shall be to:

- a. Fill in for the President should he or she for any reason be unable to carry out his or her duties at any given event or meeting;
- b. Assist the President in administering the business of the Chapter; coordinate efforts to recruit new members.

*Section 3.* The duties of the Secretary shall be to:

- a. Take and record roll of members attending each meeting;
- b. Take brief minutes of each meeting;
- c. Take care of any major correspondence concerning the Chapter as a whole;

*Section 4.* The duties of the Treasurer shall be to:

- a. Keep a detailed and accurate record of all financial documents and submit all financial records to the appropriate school auditors when required for audit.
- b. Sign all financial documents.
- c. Turn in all financial records for re-issue to the new Treasurer when required or appropriate.

*Section 5.* The duties of the Publicity Coordinator shall be to:

- a. Act as a liaison to the campus newspaper(s) and publications.

- b. Ensure that all chapter events are well-publicized in campus newspapers and bulletins, on announcements boards and by means of posters and fliers.
- c. Ensure that new members feel welcome and understand the structure and mandate of Student World Assembly.

## ARTICLE VI Removal & Succession of Officers

*Section 1.* In the event that a chapter feels it necessary to remove an officer from his or her position, the person of highest rank should execute a vote of the members. The decision shall be based on a majority vote of the chapter members and presented to the Faculty Advisor for review. The final decision for removal of an officer shall be approved by the Faculty Advisor after all reasonable attempts to resolve the situation have been exhausted.

*Section 2.* In the event that the President is removed or resigns from office, the Vice President shall assume all responsibilities of the office until an official vote can be executed.

## ARTICLE VII Committees

The Officers of the Chapter shall establish permanent (Standing) and ad hoc (Special) committees as needed and appropriate. The Officers shall establish procedures for the selection of committee chairs.

## ARTICLE VIII Chapter Finances

All finances shall be handled in accordance with the established fiscal procedures in effect for the college/university in the Fiscal Affairs Office Procedures Manual/Honor Code, etc.

## ARTICLE IX Meetings

*Section 1.* Meetings of the Chapter shall be held at least monthly during the regular school year.

*Section 2.* Meetings shall be called by the President, who shall convey the time and location of each meeting to the membership.

*Section 3.* A majority of officers are required to call a special meeting.

*Section 4.* Active Student Member(s) shall petition officers to vote on a special meeting.

## ARTICLE X Faculty Advisor

*Section 1.* The Officers of the Chapter shall recruit a Faculty Advisor.

*Section 2.* The Faculty Advisor shall be approved by her or his respective Department Chair or Head and College Dean.

*Section 3.* The Faculty Advisor shall:

- a. Oversee all aspects of the chapter and address any internal issues that arise.
- b. Make a full commitment to monitoring the overall growth of the chapter as directed by student members.
- c. Ensure that student members are meeting all requirements of the college/university as established in the Student Handbook and/or by the Student Government Association.

## ARTICLE XI Amendments

Amendments shall be approved by a majority vote of the chapter members. Approved amendments shall be listed under this Article.

## ARTICLE XII Official Pledge of the Student World Assembly

“I, -----, do solemnly promise to uphold the standard of the Student World Assembly and to make this objective foremost in my mind, and I do solemnly pledge a commitment to my fellow members and promise to aid them in all worthy endeavors.”