

Sample Student Organization Constitution/By-Laws

Preamble

(This should include a statement of the purpose, goals and objectives for the organization as well as those objectives that will benefit the campus and college community.)

Article I – Name

The name of this organization shall be _____.

Article II – Membership

Section 1. All registered students, faculty, and staff at the college shall be eligible for voting membership in the (club name) _____.

Section 2. Voting members, in addition to Section 1, shall be designated as those persons who have attended _____ members in an academic semester (additional qualifications such as paying dues or meeting GPA requirements may be added at the discretion of the organization).

Section 3. Honorary (non-voting) memberships can be given to _____ .

Article III – Officers

Section 1. The officers of the organization shall be (include any specific qualifications to hold each office):

- a. A President
- b. A Vice President
- c. A Secretary-Treasurer (may be one or two positions)

(Titles for the above positions may differ from those described at the discretion of the organization. Other positions may also be included as officer positions.)

Section 2. All student voting members of the organization in good academic standing shall be eligible to hold office.

Section 3. The term of office for the officers of _____ shall be from _____ of the regular academic year to _____ of the following year.

Section 4. The officers shall be elected by a majority of the voting members of the _____ at the annual elections held in _____.

Section 5. Vacancies of offices shall be (appointed or elected by) _____. (If vacancies are to be filled by succession, please specify procedure.)

Article IV – Executive Board

Section 1. The Executive Board shall consist of the President, Vice President, Secretary-Treasurer, and Advisor.

Section 2. All executive and legislative power granted herein shall be vested in the Executive Board.

Section 3. The Executive Board shall be empowered to recommend priorities for various projects and to plan activities.

Article V – Meetings

Section 1. The regular meetings of the voting membership shall be held at least _____ a month.

Section 2. Special meetings of the organization may be called by the President, or by the Executive Board, or upon the written request of _____ members of the organization.

Section 3. A quorum shall be a _____ majority of the voting membership.

Article VI – Committees

Section 1. Finance

Section 2. Publicity

Section 3. Constitution and By-Laws

Note: These are suggested standing committees. No committees are required.

Article VII – Impeachment and Removal

- Section 1.** Officers may be impeached and, if convicted, removed from office by a two-thirds majority of the voting members on the basis of not fulfilling their duties as outlined in the Constitution and By-Laws.
- Section 2.** Members may be impeached and, if convicted, may be expelled from membership by a two-thirds majority of the voting members on the basis of not fulfilling the purpose of the organization.
- Section 3.** Advisors may be impeached and, if convicted, removed from their position by a two-thirds majority of the voting members on the basis of not fulfilling their duties as described in the Advisor agreement published by the Office of Student Engagement and the By-Laws of this Constitution.
- Section 4.** Any individual who is impeached shall be given full notice of the allegations against him/her and shall have an opportunity to respond to them.
- Section 5.** Any member of the organization may initiate impeachment proceedings.

Article VIII – Amendments

- Section 1.** Amendments to this Constitution shall be proposed either by two-thirds of the Executive Board or by a petition submitted by ten percent of the voting members.
- Section 2.** A _____ majority of the voting members shall be necessary to approve amendments to this Constitution.

Article IX – Active Status

In order to maintain active status, the organization agrees to abide by those rules and regulations, including financial procedures, which pertain to all student organizations. Must register annually with the Office of Student Engagement to remain an active student organization.

Article X – Parliamentary Procedures

Robert’s Rules of Order (Revised) shall be the parliamentary authority of this organization. Should Robert’s Rules of Order conflict with this Constitution, this constitution takes priority.

Article I – Duties of Officers

- Section 1.** The duties of the President shall be to:
- a. Preside over all Executive Board and regular membership meetings.
 - b. Call all special meetings.
 - c. Sign all financial documents of the organization (mandatory).
- Section 2.** The duties of the Vice President shall be to:
- a. Act as the President should the President for any reason be unable to carry out the Presidential duties.
 - b. Assist the President in administering the business of _____
_____.
- Section 3.** The duties of Secretary-Treasurer shall be to:
- a. Take brief minutes of each meeting and take care of any major correspondence concerning the Club as a whole.
 - b. Keep a record of all financial and historical documents.
 - c. Sign all financial documents (not mandatory).
 - d. Turn in all financial records for a re-issue to the Treasurer when required or appropriate.

Article II – Duties of Advisor

- Section 1.** An Advisor shall be appointed by a majority of the voting members.

- 4 -

- Section 2.** The Advisor shall be a member of the Executive Board.

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

- a. Counter-sign all administrative financial forms (mandatory).
- b. Act as consultant for projects and special committees of _____.
- c. Attend social activities sponsored by the Organization (not mandatory).

Section 4. The Advisor shall not have voting privileges in the Organization.

Article III – Elections

Section 1. _____ elections shall be held during the (first/last) _____ weeks of the _____ semester of each academic year.

Section 2. Candidates for offices shall be eligible provided they have met the requirements for that office as stated in Article III of this Constitution.

Section 3. Candidates running for office shall be members of _____ at the time of their election and during their term of office.

Section 4. Candidates running for office must be registered students in good standing at the time of their nomination and must maintain that status during their term of office.

Section 5. Other specific guidelines for the election procedure are left to the discretion of the organization.

Article IV – Finances

Section 1. Dues will be paid by individuals of the group as set by a majority vote of the voting members (it is not necessary to have dues).

Section 2. Funds will be used for the operation of _____ as directed by a majority vote of the voting members.

Section 3. All finances shall be handled in accordance with the established policy

and fiscal procedures in effect for the college as outlines in the Office of Student Engagement Manual.

Section 4. In the event of loss of organization recognition, any funds remaining in the organization's campus account shall revert to the Student Organization Fund through the Office of Student Engagement.

