

Sample Student Organization Constitution

Name of Organization Constitution

Example:

Student Symphony Association
Constitution

ARTICLE I. NAME AND PURPOSE

Section 1. Name: State full name of the organization.

Example:

The name of this organization established by this constitution shall be Troy University Symphony Association.

Section 2. Purpose: This section is important to state the actual purpose(s) of the organization.

Be specific and explicitly detail the objectives of the organization.

Example:

The purpose of this organization shall be to:

- A. Provide opportunities for professional growth through rehearsal and performance.
- B. Perform two concerts per semester.
- C. Encourage communication among student members, faculty, and administration.

Section 3. Affiliations: A statement of affiliation or non-affiliation is required. If an affiliation exists, a letter or statement is required from the parent organization addressing the degree of "control" the parent organization exerts over membership, funds, activities, and constitution. (See sample Letter of Affiliation in "Guidelines for Becoming a Recognized Student Organization.")

Example of an affiliation statement:

This organization shall be affiliated with (state the official name of parent organization . . . local, state, or national groups). The rules and regulations of the national constitution shall be followed when not inconsistent with the rules and regulations of Troy University. When inconsistencies are present, this organization shall adhere to the stricter of the policies. A Letter of Affiliation is attached to the constitution.

Example of non-affiliation statement:

This organization is not affiliated with any local, state or national group.

ARTICLE II. NON-DISCRIMINATION STATEMENT

Section 1. Non-Discrimination Statement:

Membership in this organization shall be without regard to sex, race, color, or National origin.

ARTICLE III. MEMBERSHIP

Section 1. Requirements for Membership: *Student organizations are typically open to all students. Requirements are established for membership by the organization. List all requirements for membership. **Note:** Except as noted above, membership requirements cannot conflict with the non-discrimination statement of the University.*

In addition to the requirements for membership, clearly identify who the voting members are.

Example:

- A. Anyone may become a member who:
 - 1. Is a student at Troy University
 - 2. Has paid the required dues.
- B. Voting members shall consist of all members who:
 - 1. Have paid the required dues.
 - 2. Have fulfilled the attendance requirements as specified in the bylaws.

Section 2. Removal of Members: *Grounds for removal of members must be identified. In the removal of a member, due process must be followed. Concepts that must be present in your constitution are: petition process, reasonable notice to person accused, opportunity for a defense, quorum needed, voting majority and a time line for the process.*

Example:

Removal of Members

- A. Grounds for removal of members include:
 - 1. **Violation of University Policy.**
 - 2. **Violation of the Troy University Code of Conduct.**
 - 3. Non-payment of dues.
 - 4. Violation of attendance policy as stated in the bylaws.

- B. A member may be removed by the following process:
1. A petition to remove the member should be submitted to the (i.e. President, disciplinary committee, membership committee). Such a petition must contain the signatures of at least (i.e. 10%, 25%, etc.) of the voting members. When such a petition is received, the President shall call a meeting of the organization to decide upon removal.
 2. The grounds for removal are to be presented by the President at a regular or special meeting of the organization.
 3. The member in question shall be provided (i.e. one week, two weeks, etc.) to present a defense either in person or in writing.
 4. Voting is not to occur sooner than (i.e. ½ hour, one week, etc.) after the presentation of the grounds and defense have been made. In order for a vote for removal to take place, at least (i.e. 2/3 majority, a simple majority, etc.) of the voting membership must attend the meeting, and (i.e. 2/3 majority, a simple majority, etc.) vote of the members present at that meeting is required for removal.

Section 3. **Appeal of Removal of Members:** Provisions must be made for individuals to appeal their removal. Concepts that must be addressed in your constitution are the appeal process and quorum needed. Example:

- A. Members may appeal their removal, but the appeal must be made within, (i.e. one week, two weeks, etc.) of the vote for removal by requesting the President to call a special meeting of the organization. The President shall notify all members of this meeting, which is to occur at least (i.e. one week, two weeks, etc.) and not more than (i.e. one month) after the appeal request is received by the President.
- B. The decision to repeal the vote for removal shall require at least (i.e. 2/3 majority, simple majority, etc.) of the voting membership to attend the meeting, and a (i.e. 2/3 majority, simple majority, etc.) vote of the members present at the special meeting.

ARTICLE IV. OFFICERS

Section 1. **Elected Officers:** Identify what elected officers your organization will have. Be careful to consider the purpose of the group to identify what officers will be needed.

Example:

The officers of this organization will be:

- A. President.
- B. Vice President.
- C. Secretary.
- D. Treasurer.

Section 2. Qualifications for Holding Office: Identify what qualifications an individual must have to be eligible to be an officer.

Example:

In order to be eligible to hold an office in this organization, the following qualifications must be met.

- A. The candidate must be a student member of the organization.**
- B. The candidate must have held membership in the organization for at least (i.e. one semester, one year, etc.).

Section 3. Elections: State your election process by addressing term of office, number of terms a person can serve, when elections will be held and majority needed.

Example:

- A. The officers of the organization shall be elected for a term of (i.e. one year, one semester, etc.).
- B. There will be no restrictions placed on the number of terms of office a member may hold.

Or

There will be a restriction of (i.e. two consecutive) terms of office which may be held by an individual.

- A. Elections will be held (i.e. in March, by the second week of April, etc.).
- B. Election to office will be by simple majority vote of the members present.

Section 4. Duties of the Officers: List the duties of each elected officer of your organization.

Example:

- A. The President shall be the principal executive officer and shall have the following duties:
 - 1. To preside at all meetings of the organization.
 - 2. To call special meetings of the organization, when required.

3. To attend a Student Organization President's meeting held by the Office of Student and Leadership each Fall and submit the Student Organization Registration form each Fall.
4. To schedule all practices, classes, and other activities of the organization, and to obtain appropriate facilities for these activities.
5. To prepare and file any report required by the University.
6. To appoint committee chair people subject to the approval of the Executive Committee.
7. To perform other duties as specified in the bylaws.
8. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming President prior to giving up the office.
9. (If there are other duties, please list).

B. The Vice President shall have the following duties:

1. To assume the duties of the President (until a special election can be held) in the event of a vacancy in the office.
2. To serve as an ex-officio member of the Standing Committees of the organization.
3. To plan the officers' orientation and organization retreats.
4. To perform other duties as assigned by the President or as specified in the bylaws.
5. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Vice President prior to giving up the office.
6. (If there are other duties, please list).

C. The Secretary shall have the following duties:

1. To keep a record of all members of the organization.
2. To keep a record of all activities of the organization.
3. To keep and distribute minutes of each meeting of the organization.
4. To notify all members of meetings.
5. To handle all official correspondence of the organization.

6. To perform other duties as assigned by the President or as specified in the bylaws.
7. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Secretary prior to giving up the office.
8. (If there are other duties, please list).

D. The Treasurer shall have the following duties:

1. To keep all financial records of the organization.
2. To prepare and submit financial reports to the members.
3. To prepare the annual budget and all budget requests for funds.
4. To become familiar with University accounting procedures and policies.
5. To perform other duties as assigned by the President or as specified in the bylaws
6. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Treasurer prior to giving up the office.
7. (If there are other duties, please list).

Section 5. Vacancy of an Office: In the event a vacancy should occur in one of the elected offices, provisions must be provided to fill the vacancy. State the process by which the vacancy will be filled.

Example:

- A. In the event of a vacancy in an office other than the President before the expiration of a full term, a special election shall be called by the President within (i.e. two weeks, one month, etc.) to fill the vacancy.

Section 6. Removal of Officers: Grounds for removal of an officer must be identified. In the removal of an officer, due process must be followed. Concepts that must be present in your constitution are: petition process, reasonable notice to person being accused, opportunity for a defense, quorum needed, voting majority and a time line for the process.

Example:

- A. Grounds for removal of an officer include:
 1. **Violation of University policy.**
 2. **Violation of the Troy University Code of Conduct.**

3. Failure to perform the duties of the office as set forth in the constitution and bylaws of the organization.
4. Failure to uphold the provision of this constitution and bylaws.
5. (List other causes).

B. An officer may be removed by the following process:

1. A petition to remove the officer in question must be submitted to another officer. Such a petition must contain the signatures of (i.e. 10%, 25%, etc.) of the voting members of the organization. When such a petition is received, the officer shall call a meeting of the organization to decide upon removal.
2. The grounds for removal are to be presented by the officer in charge at a regular or special meeting of the organization.
3. The officer in question shall be provided (i.e. one week, two weeks, etc.) to present a defense either in person or writing.
4. Voting is not to occur sooner than (i.e. ½ hour, one week, etc.) after the presentation of the grounds and defense have been made. In order for a vote for removal to take place, at least a (i.e. 2/3 majority, simple majority, etc.) of the voting membership must attend the meeting, and a (i.e. 2/3 majority, simple majority, etc.) vote of the members present at that meeting is required for removal.

Section 7. Appeal of Removal of Officer: Provisions must be made for individuals to appeal their removal. Concepts that must be addressed in your constitution are the appeal process and quorum needed.

Example:

Appeal of Removal of Officer

- A. An officer may appeal his/her removal, but such appeal must be made within (i.e. one week, two weeks, etc.) of the vote for removal by requesting a special appeal meeting of the organization. The President, or Vice President if the President is the officer being removed, shall notify all members of this meeting which is not to occur less than (i.e. one week, two weeks, etc.) and not more than (i.e. one month) after the appeal request is received.
- B. The decision to repeal the vote for removal shall require at least a (i.e. 2/3 majority, simple majority, etc.) of the voting membership to attend the meeting, and a (i.e. 2/3 majority, simple majority, etc.) vote of the members present at the meeting.

Section 8. Changes in Officers:

- A. All changes in officers shall be submitted to the Director for Student Involvement and Leadership within two weeks of such a change.

ARTICLE V. ADVISOR

Section 1. Advisor Selection: Identify the process to be used in selection of an advisor for your organization.

Example:

- A. **The Advisor to this organization must be a member of the faculty or staff.**
 - B. The organization Advisor shall be elected by a (i.e. simple majority) vote each year at the time of the regular organization elections.
- or
- B. The organization Advisor shall be appointed by (i.e. Executive Committee).

Section 2. Role of the Advisor: Identify the role(s) of the advisor in your organization.

Example:

- A. The Advisor must co-sign all financial transactions of the organization.
- B. The Advisor shall assist the officers and the members in accomplishing the purpose of this organization.
- C. The Advisor shall regularly review the financial records of the organization and forward mailings to the appropriate officers.

ARTICLE VI. MEETINGS

Section 1. Meetings: Address how often business meetings will occur. Identify the process to hold a non-business meeting.

Example:

- A. Business meetings of the organization shall be called by the President (i.e. at least twice a semester, regularly, etc.) during the academic year.
- B. Non-business meetings for the purpose of instruction, practice, or other activities shall be held (i.e. as specified in the bylaws, regularly, upon one week notice to the members, etc.).

Section 2. Special Meetings: Identify the process that will be observed to hold special meetings.

Example:

- A. Special meetings may be called by the President upon (i.e. one week, two week, etc.) notice to the members.
- B. The President shall call a special meeting when requested by (i.e. 10%, 25%, etc.) of the voting membership.

Section 3. Quorum: Identify the quorum needed to hold business meetings and non-business meetings.

Example:

- A. A quorum at business meetings shall consist of (i.e. a simple majority, 10%, 25%, etc.) of the voting membership.
- B. Quorum is not required to hold non-business meetings (such as instruction, classes, or other activities).

Section 4. Parliamentary Authority: Identify what parliamentary authority your organization will use.

The Parliamentary Authority for this organization shall be ...

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1. Responsibility: Identify the responsibilities of the Executive Committee.

Example:

Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold this constitution.

Section 2. Membership: Identify the membership of the Executive Committee. If “member-at large” is listed, please specify the selection process.

Example:

Membership shall consist of the President, Vice President, Secretary, Treasurer, one member-at-large and the Advisor.

Section 3. Meetings: Identify how often meetings will be held.

Example:

The Executive Committee shall meet at least (i.e. once before each business meeting, three times a semester, etc.) to organize and plan future activities and agenda items for meetings.

Section 4. Quorum: Identify the quorum needed at the meetings.

Example:

A quorum of this committee shall consist of (i.e. simple majority, 2/3 of the members, etc.)

ARTICLE VIII. COMMITTEES

Section 1. Authority to Establish Special Committees: Identify who has the authority to appoint or establish special committees within your organization.

Example:

The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, as well as meet the needs of the organization.

Section 2. Special Committees: Identify the special committees that have been established within your organization. You may wish to state that more may be formed in the future if this is a possibility.

Example:

These committees may include, but are not limited to the following:

- A. Membership Committee (describe responsibilities).
- B. Program Committee (describe responsibilities).
- C. Publicity Committee (describe responsibilities).
- D. Conference Committee (describe responsibilities).
- E. Fund-raising committee (describe responsibilities).

ARTICLE IX. FINANCIAL STRUCTURE

Section 1.

- A. The President and/or the Treasurer shall be authorized to sign all financial transactions dealing with organization funds.
- B. The Advisor of the organization must co-sign all financial transactions of the organization.
- C. **In case the group dissolves the remaining monies will be ...**
- D. Financial records must be audited by the national organization.

Section 2. Dues: Identify how dues for your organization shall be determined. This shall include the amount and frequency of payment.

Example:

Dues for this organization shall be approved by a simple majority vote of the voting membership (i.e. at the elections meeting, at the first meeting in January, etc.).

Dues will be \$___ per _____ and will be due by _____.

ARTICLE X. BYLAWS

Section 1. Provision for Bylaws: Identify the provisions your organization has related to bylaws.

Example:

- A. The organization may approve bylaws for the specific operation of the organization.
- B. No bylaw shall be adopted that is contrary to the provisions of this constitution.

Section 2. Vote Required: Identify the quorum needed to adopt, amend or rescind a bylaw.

Address the process to be used related to proposed bylaws.

Example:

- A. The organization may adopt, amend, or rescind any bylaw by (i.e. a 2/3 majority, simple majority, etc.) vote of the membership.
- B. Any proposed bylaw must be publicized to the members at least (i.e. one week, one meeting, etc.) prior to the meeting at which it is going to be voted upon.

ARTICLE XI. AMENDMENTS

Section 1. Ratification: Identify the process to be used related to proposed amendments to your constitution and the quorum needed.

Example:

- A. A proposed amendment to this constitution shall be presented to the members at least (i.e. one week, one meeting, two meetings, etc.) prior to the meeting at which the vote shall be held.
- B. Ratification of an amendment to this constitution shall require a (i.e. 2/3 majority, simple majority, etc.) vote of the members present at a regularly scheduled business meeting of the organization and all amendments to this constitution shall be approved by the Student Policy Committee before they take effect.

This constitution was approved by the organization's members on _____

President

Date

Advisor

Date