



Student Organization Constitution & Bylaws Guide

Below is a sample of an organization constitution, as well as a guideline for creating bylaws. This is to help you in creating a constitution and bylaws for your organization. Should you have any questions, please do not hesitate to contact the Director of Student Activities.

Constitution:

PREAMBLE

We, the members of (insert organization name here), to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

Article I. Name
(Insert a statement of the name of the organization.)

Article II. Purpose and/or Mission Statement
(Insert the purpose and/or aim of the group.) (Example, the purpose of the Student Organization shall be to statement of what the organization provides for the students of USCB.)

Article III. Membership

Section 1. Membership in (insert organization name here) shall be limited to persons officially connected with USCB as faculty, staff, or full-time students. Students taking six (6) credit hours or more and who pay the University Fee are considered full-time students. Students enrolled in the spring semester under the above conditions who have pre-registered for the fall, as well as students enrolled in summer classes, are eligible for summer membership.

Section 2. (Insert organization name here) does not discriminate on the basis of race, sex, religion, color, national origin, physical or mental handicap, age, or status as a veteran in the selection of members.

Section 3. Active membership in NSO shall be conferred upon those members who, in addition to the above requirements, have paid the semester dues in full within one month of the first day of class. (Include a provision defining active membership.)

Article IV. Officers

Section 1. The officers of the organization shall be elected from the active members. (Any student seeking to hold or holding office must maintain the cumulative GPR requirement for graduation and remain in good standing in their respective college.)

Section 2. The elected officers of (insert organization name) shall consist of (insert officer titles – i.e. President, Vice President, Secretary and Treasurer), which shall serve as the Executive Committee.

Section 3. Elections

- A. All officers shall be elected on or before (April 1) of each year, and shall serve one-year terms.
- B. All officers shall be elected by (insert whether it's majority, quorum, etc.). Only active members are eligible to vote. (Include a provision for the instance of a tie, i.e. second ballot, run-off, etc.) A quorum of at least one-half shall be reached for meeting where officer nominations and elections take place.
- C. All elections shall be conducted by a secret ballot. The ballots shall be tabulated by any two officers.

Section 4. Officer Duties

- A. The President shall preside at all meetings, and have the authority to appoint all committee chairpersons, to create new committees, to nominate a faculty/staff advisor, and to act as a spokesperson for the organization.
- B. The Vice President shall preside at all meetings in the President's absence, and upon his/her resignation, shall become the President for the duration of his/her term. The Vice President will support the President in all special projects.
- C. The Secretary shall handle and keep a record of all business and correspondence, including, but not restricted to: recording minutes at all meetings; keeping an up-to-date file on all members; and informing members of all (insert organization name here)'s meetings and activities.
- D. The Treasurer shall handle all financial transactions of the organization, including, but not restricted to: the collection of dues; managing all bank accounts; and recording all transactions in the appropriate books.

Section 5. The Faculty/Staff Advisor to (insert organization name here) shall be nominated by the Executive Committee and approved by a majority vote of a quorum of active members. The Advisor must be selected from full-time faculty or staff members of the University. The Advisor shall serve as a liaison with the College, and help in the transition period between officers. The Advisor will be invited to and notified of all meetings and activities.

Article V. Dues and Finance

Section 1. The Executive Committee will establish the dues for (insert organization name here) at the first meeting of the fall semester. The Treasurer must receive payment of dues within one month of the first day of class of each semester to be an active member.

Section 2. (Insert organization name here) will finance its activities through membership dues, fundraising projects, and may apply for funding from the Senate Finance Committee after the organization has been registered for one year and are eligible.

Article VI. Meetings

Section 1. The first meeting of the fall semester shall be held within two weeks after classes start.

Section 2. Regular meetings shall be held (insert frequency of meeting – i.e. weekly, monthly, etc.) during the school year at a time set by the organization.

Section 3. The meetings shall be conducted in accordance with the revised edition of Robert’s Rules of Order.

Section 4. The basic agenda at regular meetings shall be as follows:

1. Call to order
2. Roll call
3. Approval of minutes
4. Executive committee report
5. Officer reports
6. Committee reports
7. Old business
8. New business
9. Announcements
10. Adjournment

Section 5. (Insert a provision determining quorum). [Example, Action on any business, old or new, requires a quorum of one-half of the active membership of the organization. (All constitutions must have provisions determining quorum).]

Article VII. Removal from Office

Section 1. Any (insert organization name here) officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

Section 2. A written request stating the reasons for dismissal and signed by at least three (3) active members of the organization must be submitted at a regularly scheduled meeting.

Section 3. Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to that regular meeting prepared to speak.

Section 4. An affirmative vote of two-thirds (2/3) of all active members is required to remove the officer from office.

Article VIII. Constitutional Amendments

Section 1. This Constitution is binding to all members of (insert organization name here) but is not binding unto itself.

Section 2. Amendments to the Constitution must be proposed in writing by an active member at any regular meeting at which two-thirds (2/3) of the active members are present.

Section 3. Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

Section 4. Proposed amendments will become effective following a three-fourths (3/4) affirmative vote of the active members.

Article IX. Ratification

The undersigned student(s) of USCB, after a three-fourths (3/4) affirmative vote of active members, do hereby agree to follow the guidelines of this Constitution.

Signed: _____

Date: _____

Bylaws:

If the organization has bylaws, sections should cover the following. Please note that if the organization only has a constitution and no bylaws, this information should be included within the constitution.

- Detailed material concerning members: rights, duties, resignation, and expulsion procedures. Provision for honorary, associate members, or honorary officers if the group so desires.
- Provisions for initiation fees, if any, dues and assessments should be covered here; also details regarding delinquencies.
- Time and method of electing officers and duties of the officers.
- Duties, authority, and responsibility of an executive committee.
- The names of the standing committees and the method of choosing chairpersons and committee members. The duties of the committees should also be stated.
- A provision for some accepted rules of order or parliamentary manual as “Robert’s Rules of Order.”
- The number or proportion of the group constituting quorum.
- A method to amend the bylaws, usually by a majority vote.

The constitution should always display the date it was last revised. It is a good idea to insert in parentheses after an amendment that it was passed.