

Sample Student Organization Constitution and By-Laws

New and emerging student organizations can use this example when developing a constitution and bylaws specific to their orgs needs. Established orgs can use this when updating or changing their bylaws. This document is to be used as a template and be revised to fit the needs of your proposed student organization.

*Indicates optional content

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this student org shall be [name of organization].

***Section B: National Affiliation** – If the org is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of this document: “The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of CSM.”

Section C: Purpose – The purpose of this organization shall be:

1. [List in detail the purposes and objectives of the org.]
- 2.
- 3.
- 4.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to [define membership qualification, i.e., majors in a particular academic area, etc.] upon payment of the dues as outlined in Section C.

The organization will not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age. (Must be included)

Section B: Dues – Dues shall be \$ _____ per year. [List national and state dues separately if applicable].

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, and Treasurer. [These are general officers, add officers specific to the needs of the org, if necessary.]

Section B: Eligibility – Officers must be _____ [full-time students, GPA, Class classification, attendance, dues, etc,]

Section C: Election – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

Section F: Impeachment- An officer may be removed from office by a two-thirds vote of the active members constituting a quorum at any regular meeting or special meeting called for that purpose. Any active member shall call for a vote at a regular meeting. However, a vote may not take place less than ten days of the recommendation. Active members shall be given written notice of a recall vote no less than five working days prior to the taking of a vote. An officer may end the recall proceedings by resigning.

A committee chairperson may be removed from office by two-thirds vote of the Executive Board. The committee chairperson may end the proceedings by resigning.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – It shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the organization
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President

- Serve as chairperson of the Program Committee

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club’s records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the regular school year. (How often, when)

Section B: Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee. (How often, when)

***Section C: Quorum** – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]

***Section D: Parliamentary Authority** – Robert’s Rules of Order shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

***ARTICLE VI: EXECUTIVE COMMITTEE**

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III and the faculty advisor.

Section C: Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A: Selection – There shall be a Peru State College faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

Communicate with, guide, and assist the organization; attend organization meetings, events, and fundraisers; be knowledgeable of all policies that may impact the organization; and monitor compliance with Board and College policies and budgetary/financial guidelines established by the College and student government.

*ARTICLE VIII: COMMITTEES

Section A: Program Committee – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

Section B: Other committees – [List other committees germane to the student org such as finance, publicity, membership, professional relations, social, etc.]

Section C: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE IX: AMENDMENTS

Section A: Selection – These bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice – All members shall receive advanced notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

Section C: Approval- All changes/additions to amendments approved by the organization's membership must be submitted to Student Senate for approval.