



OFFICE OF STUDENT ENGAGEMENT AND LEADERSHIP

REQUIREMENTS, POLICY, AND PROCEDURES FOR STUDENT ORGANIZATION CONSTITUTIONS

All University student organizations except organization that are members of the National Panhellenic Council, Kappa Kappa Psi, Phi Mu Alpha, Sigma Alpha Iota and Tau Beta Sigma, must follow the sample constitution as written below.

Membership is open to any student enrolled in a degree program at GSU who meets the eligibility requirements for the organization. Exceptions to these requirements are except that:

1. No student shall be excluded from membership based on race, color, national origin, religious creed, age, political views, sexual orientation, or handicap, except where legal via state and federal laws as with Greek sororities and fraternities.
2. No student shall be excluded from membership based on sex, unless:
 - a. the organization is a fraternity or sorority
 - b. the primary purpose of the organization is to engage in sports, and/or the major purpose or activity involves bodily contact
 - c. All constitutions of registered student organizations and affiliated organizations must not contain any provisions for discrimination as stipulated in the rules and regulations contained in this outline.



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Sample Student Organization Constitution

Article I (Name of Organization)

The Name of the organization shall be _____

Article II (Objectives, Aims, Purpose)

It shall be the purpose of _____ Organization to

And shall be
dedicated _____

Article III (Membership and Eligibility Criteria)

Section A: Membership is open to any enrolled University student who:

1. _____
2. _____
3. _____

Section B: Dues and Collection Procedures (if any)

The fiscal year of the _____, shall be from
_____ (Month/date)
to _____ (Mo/Date).

The amount of annual dues shall be determined each year by a majority vote of the membership each year.

Dues shall not exceed \$ _____ per year.

The disbursement of dues shall not be based on race, creed, religion, sex or national origin.

Article IV. (Voting)

Section A: A quorum will be _____

Section B: Each member in good standing may vote.



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Section C: Proxy votes are allowed. Two letters must be written, or a letter must be sent to the Executive V-President before the meeting and the other must be presented at the meeting by an appointed member.

Article V. (Officers)

Section A: The _____ organization shall have a President, vice President, and secretary/and or treasurer. (Advisor may be included in this section). These officers comprise the executive

Section B: All officers must be members of _____ organization

Section C: The term of office shall be from _____ (mo./
Date) to _____ (mo./date).

Section D: Election of officers shall be held _____ (annually/month)

At least two weeks' notice shall be given before the election meeting. Nomination shall be initiated from the floor, and elections done by ballot. The person receiving majority vote will be elected.

Section E: Any officer may be removed from membership in _____
By two-thirds vote of the Executive. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members of _____ organization.

Section F: Any vacancy which may occur in an office shall be filled by appointment by the remaining members of the Executive Board pending ratification at the next group meeting.

Article VI. (Duties of Officers)

Section A: The President

1. The President shall be the chief executive officer of the _____.
2. The President shall appoint all Committee chairpersons
3. The President, with approval of the Executive Board, directs the budget of the _____ organization.
4. Vacancies in offices will be filled by appointment of the President with approval of the Executive Board.



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Section B: The Vice President

1. The Vice President shall be the parliamentarian for the _____ organization.
2. The Vice President shall assume the duties of the President should the office become vacant, or in the absence of the President.
3. The Vice President will have current the constitution and its bylaws.
4. The Vice President should perform other duties as directed by the President.
5. The Vice President will be responsible for scheduling programs.

Section C: Secretary

1. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the Executive Board.
2. The Secretary will provide a copy of the minutes for each officer and for the _____ file.
3. The Secretary shall maintain a complete and accurate account and file all _____ activities.

Section D: Treasurer

1. The Treasurer shall make a quarterly report containing a list of receipts and disbursements and the location of property in these figures.
2. The Treasurer shall keep current record of all financial transactions.
3. The Treasurer will provide a copy of the quarterly reports for each officer of _____ organization
4. The Treasurer shall perform other duties as directed by the President.
5. The treasurer must maintain a University student account to deposit/disburse funds belonging to the organization.

Section E. Advisor

1. The Advisor shall assist the group in the execution of roles and responsibilities
2. The Advisor shall provide feedback to the organization regarding its operation and functioning.



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- 3. The Advisor shall serve as a resource for alternatives with regards to decision making or ideas
- 4. The Advisor should be aware of the organization’s status and all financial transactions.
- 5. The Advisor should be aware of all procedures and regulations affecting the group and should assist in the organization’s adhering to them.
- 6. The Advisor(s) will be non-voting members of the Executive Committee but will attend the meetings of the organization.

Article VII. (The Structure of Group Committees)

Section A: Committee Identification and Appointment

The following committees (other than the Executive Committee or Board) shall appoint the President subject to ratification of the organization during regular business meeting.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Section B: The duties of the standing committees shall include: (Provide details of responsibilities respective to the Committee).

Article VIII. (Notice of Meetings)

Section A: The times for regularly scheduled meetings shall be:

Section B: At least _____ days’ notice shall be given for each regular business meeting of the organization

Section C: Special or emergency meetings may be called with less than _____ days’ notice by Executive Committee.

Section D: The meetings shall include a quorum, order of business, and disposition of minutes.

Article IX. Parliamentary Procedures



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- Section A: Example: Roberts Rules of Order/revised edition/shall be followed by the organization in all cases involving parliamentary procedures when it does not conflict with the constitution.
- Section B: The rules may be suspended by two-thirds vote of present members.