

**\*\*\*This sample is not mandatory. It is simply a guideline to get your organization started. However, Article III is required in all constitutions. Please make your constitution aligns with the organization's goals and objectives...meaning some items you may need to add in or take out of this sample (other than Article III).\*\*\***

## **Sample Constitution for University of South Alabama Student Organizations**

**Constitution of** \_\_\_\_\_  
(Name of Organization)

**Date** \_\_\_\_\_

### **Article I. Name**

The name of this organization is and shall be referred to as \_\_\_\_\_

### **Article II. Purpose**

State the purpose, aims, and functions of the organization. What is the main goal? What are the core values of the group and what does it desire to achieve? Through what actions will the organization achieve its goals?

### **Article III. Non-Discrimination Policy **\*REQUIRED\*****

Membership in University of South Alabama student organizations is open to all regularly enrolled students. Accordingly, no person may be excluded from membership or leadership in a registered student organization due to race, color, religion, national origin, age, gender (unless exempt under Title IX), sexual orientation, disability or veteran status; provided, however, that registered student organizations may limit their membership to students who, upon individual inquiry, affirm that they support the organization's religious, political or other legally protected views, consistent with the First Amendment.

### **Article IV. Membership**

State the membership requirements and limitations here. Remember **100% of membership** must be currently enrolled USA students. State what consists of majority (2/3 vote, etc). The constitution must also include a non discriminatory clause which states membership should be open to all students with no exclusion due to race, color, religion, national origin, sex, disability, or familial status (see Article III).

Section 1: Explanation of all types of membership

- Section 2: Membership qualification
- Section 3: Selection of Members
- Section 4: Quorum
- Section 5: Grade requirements, if any

## **Article V. Officers**

State the titles, term of office, how and when elected. This should also include definitions and enumerations of authority of each role. The election of officers must be free, open, democratic, and periodic. In addition, there must be a provision for filling interim vacancies of offices and how to remove individuals from office should that become necessary. Also, be sure to state qualifications necessary to hold each office.

President is the chief executive officer. He or she is the director/planner and chief coordinator of all activities for the group. These two functional responsibilities expand to include communication within the organization and with the advisor, involving the membership by delegating specific tasks, and assessing the overall success of the group.

Vice President is the second most important leader of the group. Actual duties and responsibilities will vary from group to group; however, it is extremely important to take advantage of this person's talent and creativity by giving him/her a meaningful and active job description.

Secretary is responsible for correspondence, recording minutes and maintaining a historical archive. This role is vital to involving the membership with the organization. It is the nature of historical records that builds pride in the traditions of the group.

Treasurer is responsible for the collection and wise expenditures of money. The treasurer is responsible to the entire membership to ensure that a sound budget plan is prepared for ensuing year and to provide the leadership for the budget's execution. It is important that the chief financial officer is a person of integrity who will represent the best interest of the group at all times.

Committee Chairs and Other Officers may exist in addition to the above mandatory positions. Regardless of title, each person must be organized, be able to plan, to work, commit the time, and know how to effectively delegate work to others. Never appoint anyone to a position without first clearly defining and explaining that position.

## **Article VI. Advisor Roles and Responsibilities**

- Section 1: State the provision for choosing an advisor. (advisor must be a member of the faculty or staff at the University of South Alabama)

- Section 2: Are there special provisions, requirements, ideals and purposes that he or she must have.
- Section 3: How long shall he or she serve as advisor? Term of office?
- Section 4: What is the process for selection new advisor?

## **Article VII. Meetings**

- Section 1: The constitution must provide for a minimum number of meetings annually for the membership.
- Section 2: The constitution must provide suitable guarantees that the members will be given advance notice as to the time and place for conducting general meetings.
- Section 3: Means for calling special meetings when the situation arises, and who can call them.
- Section 4: What is Quorum (how many members need to be present)? Again, what is majority to conduct business?
- Section 5: Parliamentary Authority: Roberts Rules of Order or other procedures?
- Section 6: What is the resignation process?

## **Article VIII. Finances**

- Section 1: Provide for a clear and distinct delegation of financial responsibility to one or more stipulated officers of the organization.
- Section 2: How dues are assessed (quorum?), when dues are to be assessed, how much the dues are, etc.
- Section 3: Organization bank account: is it on campus or off campus? Refer to student organization handbook page 13 for more information.
- Section 4: Dissolution of funds. Where does the money go should the organization be inactivated?
- Section 5: Statement that all accounts, financial records and transactions of the organization are subject to audit or review by the Dean of Students Office at their discretion.

## **Article IX. Amendments**

Written amendment requests may be proposed by any member(s) at any regular meeting. A majority vote of \_\_\_\_ must be required for adoption of such proposed amendment.

**Bylaws of \_\_\_\_\_**  
(Name of organization)

**Date \_\_\_\_\_**

This section outlines the “operating procedures” or the way that day-to-day business is to be handled. Bylaws usually contain the following items and should be more flexible for changes than the constitution.

- Section 1: Order of business. Standard agenda to be followed at all regular meetings.
- Section 2: How the meeting is called to order
- Section 3: Rules during meetings
- Section 4: Guidelines for disciplining members: academic probation, unruly conduct during meetings, etc.
- Section 5: Amendment of the bylaws: What is the protocol for making changes to this document? Quorum?