**SAMPLE CONSTITUTION FOR STUDENT ORGANIZATIONS**

The following is provided as a set of guidelines to help you write your Constitution. Your Constitution will describe how your organization will operate. Your organization may deviate from this sample, but the listed Articles in the sample are the basic elements that should be included in every student organizations’ Constitution. Feel free to elaborate on this template or customize this document to fit the needs of your organization. Each year, student organizations must submit a copy of their Constitution during the annual registration process, even if the Constitution and by-laws have remained unchanged.

**Article I. Name**

Give the organization’s name. Spell out any acronym.

**Article II. Purpose**

A. Include your mission statement or purpose of your organization.

1. Why does your organization exist?

2. What purpose does it serve?

B. State if your organization is affiliated with a local, regional, or national organization.

**Article III. Membership**

Indicate who is eligible for membership. In order to receive funding, your organization

MUST be open to all students. Non-CSU students, including Alumni are not permitted to be active members of currently Recognized Student Organizations.

**Article IV. Requirements for Membership**

List any requirements for membership. Although most organizations are open to all, honor societies and social fraternities and sororities are only open to certain students who have met particular grade requirements and other requirements of the nationally recognized organizations.

**Article V. Officers**

Describe your officer structure, and include the duties of ALL the officers. Give any requirements for officers (e.g. term of general membership, GPA, proof of committee

work, etc.).

**Article VI. Officer Eligibility**

Who can run for office?

**Article VII. Officer Election**

Describe your regular officer election process. When are they elected? Who is elected?

Who can vote? How will the election be held? When do the old officers leave office and the new officers begin?

**Article VIII. Officer Replacement**

A. Describe the process by which officers will be replaced if they resign.

1. Will the VP move up?

2. Or will a special election be held?

3. Will someone simply be appointed?

B. In the event of leadership turmoil, you should include the circumstances under which an officer can be removed and how that removal will occur. We suggest that you try to always work out your differences!

**Article IX. Meetings**

State how often meetings will be held, and who has the authority to call meetings. State the circumstances which must be met if you want to call special meetings.

**Article X, Finances**

If your organization wants to charge annual or semi-annual dues of its members, please indicate so in this section. If your organization will charge dues, please specify the amount of the dues here.

**Article XI, Advisor**

State whether the advisor is a voting or non-voting and give some specifics about his/her role. We suggest that advisors do not vote. We would also suggest that you put in your Constitution that officers will meet a particular number of times per semester with the advisor. Indicate how a new advisor will be selected if your current one leaves.

**Article XII, Non-Discrimination Policy**

Include a non-discrimination statement. Here’s one you can use: “(name of organization) does not discriminate on the basis of race, sex, age, religion, creed, color, handicap, disability, veteran status, national origin, ancestry, or sexual orientation.”

 Religious student organizations will not be denied registration solely because of their beliefs. Organizations wishing to limit membership/leadership positions must include a statement of faith/belief in their constitution.

 Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria.

**Article XIII, Non-Hazing Policy**

State that the organization will not practice any physical or psychological forms of

hazing, and that members are free to discontinue their membership without undue pressure or interference. Visit the Campus Life website or the Student Conduct section of the handbook for the full Hazing policy.

**Article XIV, Amendments to By-Laws**

State the procedure for changing your by-laws; for example, who can make the proposal,

does it need to be written and presented at one meeting and then voted on the next, etc?