

SAMPLE CONSTITUTION OR BYLAWS FOR STUDENT ORGANIZATION REGISTRATION

Registered student organizations at Austin Peay State University are required to have an approved constitution and by-laws. The information below includes the minimal information needed for approval by the Office of Student Life and Leadership; see the staff for assistance and more detailed information. Clarifying the minimal information listed below in a constitution and by-laws will allow officers to have a clear guide to their functions. Governing documents can also be used to clarify the goals, mission and original intent of the organization. A constitution should provide information to current (and future) members and officers of your organization concerning how the organization is to function. All organizations are different and unique, and the constitution should reflect this. Governing documents should be reviewed with outgoing and incoming officers each year or as changes occur within the organization. Revisions to documents should be carefully considered and approved as indicated in the document. When changes are made, a copy of the revised document must be filed with the Office of Student Life and Leadership.

Name of Organization (Date)

ARTICLE 1-Name

The name of this organization shall be....

NOTE: *Because student organizations are not a legal entity of the University, the NAME of any student organization CANNOT contain Austin Peay State University, APSU, AP, Governors, Govs, etc. Also, do not abbreviate your organization's name.*

ARTICLE 2-Purpose

Section 1. The purpose of this organization shall be to.....

ARTICLE 3-Membership Requirements

Section 1. Membership is limited to currently-enrolled APSU students or current faculty and staff.

Section 2. Provision stating that no member shall be denied membership on the basis of age, race, sex, sexual orientation, religion, disability or national origin. National social fraternities and sororities may have gender-restricted membership.

Section 3. Eligibility requirements of New Members
Include processes potential members complete to become a member, i.e., application form, dues, attendance at meetings, etc.

Section 4. Expulsion of Members
Include specifics...AND a member may only be expelled from and organization if a majority (50% +1) of the membership votes for his/her expulsion. Be sure to include a process for appealing expulsions.

Section 5. Types of Membership

Include this section if the organization has more than one level of membership, i.e., active, alumni, faculty/staff, honorary, etc. Describe each level/type.

ARTICLE IV-Officers

- Section 1. Officers
This organization shall have _____ (#) officers: these officers are:
NOTE: Faculty, Staff and Alumni MAY NOT BE OFFICERS.
- Section 2. Qualifications of Officers
Include specific requirements a person must meet to hold each office listed above. Tennessee Board of Regents requires that all officers have a 2.5 cumulative grade point average.
- Section 3. Terms of Office
Indicate how long the term of office is and possibly when it begins.
- Section 4. Duties of Officers
Be specific. Include duties for each officer listed above.
- Section 5. Provisions for Removal of Officers. Also, be sure spell out how to fill vacancies that arise
due to officer removal or resignation.
- Section 6. Legitimate transfer of power.

ARTICLE V- Elections

- Section 1. Election of Officer shall be held....(when)?
- Section 2. Who may vote? How? Include rules of proxy votes, etc.
- Section 3. Notice of elections or appointments.

ARTICLE VI-Meetings

- Section 1. Regular meetings of the organization shall be held...
- Section 2. Special meetings may be called by.....
Indicate who may call special meetings, include the process of requesting special meetings and how the membership will be notified.
- Section 3. A quorum shall consist of..
Indicate how many members must be present at a regular or special meeting for business to be conducted and voting to be official. Quorum may be based on the number of official "dues paying" members or simply those in attendance at each meeting depending on how formal your organization is.

ARTICLE VII-Advisor(s)

- Section 1. The advisor of this organization shall be a full-time faculty or staff member at APSU.
(You may also indicate a specific department if desired.). Additional information may include method of selecting the advisor(s) and the duties and role of the advisor(s).

ARTICLE VIII-Committees

If your organization has standing committees, indicate what the committees are, how the members and chairperson are selected and the purpose of each committee.

ARTICLE IX- Dues

This section is necessary whether OR NOT the organization has dues. Include amount of dues, for what time period, and whether or not dues are local, regional, and/or national.

ARTICLE X- Handling of Funds

- Section 1. The organization's accounts will be managed primarily by the Treasurer/financial officer.
- Section 2. All monies collected on campus **MUST BE DEPOSITED** into the organization's account in a timely manner.
- Section 3. What happens to the organization's money if the group dissolves?

ARTICLE XI-Amendments and Revisions

- Section 1. Amendments (additions) and Revisions (changes)
Indicate how and when this document will be reviewed by members/officers.
- Section 2. What percentage of members are required to approve changes.
Usually 2/3 or 3/4 of the total membership is needed to approve such changes with the membership receiving advance notice of the vote.
- Section 3. Which officer/member is responsible for initiating the creation and distribution of the new/changed document?

The Office of Student life and Leadership should receive a copy of the revised document. This constitution was approved as printed above _____ (date).

By-Laws of _____ (Name of your group)

Article I: Membership

- Section 1: The procedure for selection of membership...
- Section 2: Dues for this organization shall be... (Indicate amount, if any, and how often they are paid)
- Section 3: Membership responsibilities shall include...
- Section 4: Membership shall be terminated by...

Article II: Selection of Officers

- Section 1 The selection of officers shall be done by... (Clearly state election rules and voting procedures, eligibility for each office, and when the elections take place during the academic year)
- Section 2: The provisions for removal of an officer include...

Article III: Selection of Advisor

- Section 1 The selection of the advisor shall be done by...

Section 2: The provisions for removal of an advisor include...

Article IV: Committees

Section 1: All permanent committees shall be formed by... (Clearly list each committee and the function and specific duties of each)

Section 2: All ad-hoc committees shall be formed by... (Clearly list each committee and the function and specific duties of each)

Article V: Rules of Order

Section 1: This organization shall be governed by... (Specify source of parliamentary procedure for your organization. Most groups use "Robert's Rules of Order" in cases when it is applicable and consistent with the organizations constitution and by-laws.)

Article VI: Amendment

Section 1: These by-laws may be amended by a vote of ... (Should be similar to constitution, but tend to be easier to amend. Example: simple majority vote, 2/3 vote, etc.)