

Sample Constitution and Bylaws for Student Organizations

Registered student organizations at Austin Peay State University are required to have an approved constitution and by-laws. Click the link below to view a sample constitution and bylaws for student organizations. This sample 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 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. 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.

[Sample Constitution and Bylaws for Student Organizations](#)

How to Conduct a Meeting and Robert's Rules of Order

Meetings are great opportunities for organizations to generate ideas, coordinate group activity and serve as a social experience. However, face-to-face interaction with team members and colleagues can fail without proper preparation. Review the information at the link below to help you prepare.

[Effective and Orderly Meetings](#)

Use of Organization Post Office Mailboxes vs. SLL Mailboxes

All organizations are granted a free mailbox in the office of Student Life and Leadership. It is the responsibility of the organization leadership to check this mailbox regularly.

Organizations may use this mailbox as the main organization mailbox by using the following address.

Organization Name
P.O. Box 4695
Clarksville, TN 37044

Organizations may also continue to purchase a post office box through the University post office. These mailboxes cost \$40 per academic year. There is a different rate for the summer.

Annual Review of Student Organizations

Each year before Sept. 1, the office of Student Life and Leadership shall review the status of all organizations to determine whether they meet the eligibility requirements, are active and conduct their affairs in accordance with University regulations and administrative rules. If it is determined that an organization is ineligible for registration, is inactive or conducts its affairs in violation of University regulations and administrative rules, the organization shall be notified in writing of each deficiency/alleged violation.