



SAMPLE Constitution for New Student Organization Registration

- **Highlighted sections must stay word for word. Do not edit these sections**
- **Text boxes are there to elaborate on what is needed in the section. Please delete these before submitting your constitution**
- **Things that are in parenthesis and underlined need to be changed to fit your organization. Please do not include parenthesis and underlines when submitting your constitution.**
- **Bylaws are not needed unless they are required by a national organization.
Ex. Greek Organizations and Honor Societies**
- **Questions about constitutions should be directed to the Student Organization Council Executive Vice President at socvicepresident@apsu.edu.**

(Your Organization's Name Here)
(Date Submitted mm/dd/yyyy)

ARTICLE 1 - NAME

Section 1. The name of this organization shall be _____.

*-Because student organizations are not a legal entity of the University, no student organization name can contain Austin Peay State University, APSU, AP, Governors, Govs, or any other name suggesting belonging to APSU.
- Do not abbreviate your organization's name.*

Article 2 - PURPOSE

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

What does your organization do? Who does your organization serve? Etc.

Article 3 - MEMBERSHIP REQUIREMENTS

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

Section 2. The (insert organization name) shall not deny membership based on age, race, sex, sexual orientation, religion, disability, or national origin.

National social fraternities and sororities may have gender-restricted membership.

Section 3. New Member Intake - (include how you would become a new member of this organization.)

Is there an online application process? Do interested students just show up for meetings?

Section 4. Membership Requirements - (include all of the responsibilities that you would expect your members to uphold.)

Are there dues that must be paid to be in your organization? Must you attend a certain number of meetings? Do you have attend certain events pertaining to your organization? Is there a GPA requirement? A certain number of community service hours that must be completed? Etc.

Section 5. Expulsion of Members – (Be sure to be specific in this section.)

What would the expulsion process look like? For example: A majority vote, (50% of members + 1) 2/3 of member vote, etc. Also include an appeal process for expulsion. Would they write a letter of appeal to the President and then the President has the final decision to veto the expulsion or not?

Section 6. Types of Membership – (Include this section only if the organization has more than one level of membership.)

Examples of types of membership are active, alumni, faculty/staff, honorary, etc. The majority of organizations will only have student members.

ARTICLE IV-OFFICERS

Section 1. Officers - This organization shall have (#) officers. These positions must include but are not limited to President, Vice President, Secretary, and Treasurer.

Faculty, Staff, and Alumni MAY NOT BE OFFICERS. Examples of other types of officers your organization can have may include Community Service Chair, Parliamentarian, and Intramural Chair.

Section 2. Qualifications of Officers – Organization President must maintain a minimum 2.5 cumulative GPA to remain in office. (Include any other requirements students must meet to hold each office listed above.)

What other requirements would there be for the officers of your organization? Examples include: requiring a one-year membership in the organization, etc. *If your GPA requirement is higher than 2.5 that is fine, please state that in this section.*

Section 3. Terms of Office – (Indicate how long the term of office is and possibly when it begins.)

Typically Terms of Office will last for a full academic school year, May to April and organizations usually transition in the Spring of each year.

Section 4. Duties of Officers – (Please be specific. Include duties for each four required officers and any other officers that were listed in Section 1.)

4.1 President- (list duties and responsibilities)

4.2 Vice President- (list duties and responsibilities)

4.3 Secretary- (list duties and responsibilities)

4.4 Treasurer- (list duties and responsibilities

Section 5. Provisions for Removal of Officers –

In what instances will your organization's officers be removed from office? How will they be removed from office? Ex: Executive Board votes, all members vote, etc. How will the vacant office be filled? Ex: Election will take place at next meeting.

ARTICLE V- ELECTIONS

Section 1. (When will the election of officers take place every year? Ex. Spring, March, etc.)

Section 2. Election Rules -

Who is allowed to vote? How will elections be done? Example: secret ballot, nominations, etc. Also be sure to include proxy votes.

Section 3. (How would you notify the members of your organization that there is an election?)

Ways to notify your organization's members of elections can include e-mail, at a meeting, through PeayLink, etc.

ARTICLE VI- MEETINGS

Section 1. (Regular meetings of the organization shall be held on what days? Time? Location?)

Section 2. Special Meetings -

Who is able to call special meetings (President, Advisor, executive board members)? Be sure to include the process of how a special meeting would be held and how members of the organization will be notified.

Section 3. Quorum –

How many members must be in attendance at a meeting for business to be conducted and for voting to be official? Quorum is usually when at least 2/3 of your members are present.

ARTICLE VII – ADVISOR(S)

Section 1. The advisor of this organization shall be a full-time faculty or staff member at APSU.

In this section you may also indicate a specific department for an advisor if desired.

Section 2. Advisor Selection – (How will you select your advisor?)

Most advisors are nominated and voted on at the same time as your organization's officers. Advisors are on a one-year term and can continue to be an advisor for more than one-year, but they must be voted on each year. Neither the organization nor the advisor should assume that the role of the advisor will last longer than a year.

Section 3. Duties and Roles of Advisor – (What will the responsibilities of the advisor be?)

All campus organizations are student led, advisors are there to answer any questions and provide guidance. Advisors do not run student organizations.

Section 4. Advisor Removal – (Under what circumstances would you remove an advisor from your organization? How would this be done? How would you find a replacement advisor?)

ARTICLE VIII-COMMITTEES

You will need this article only if your organization has standing committees. If so indicate what each of the committees are, how the members and chairperson are selected and the purpose of each committee. You may also include a statement of support for Ad-Hoc committees.

ARTICLE IX- DUES

THIS SECTION IS REQUIRED WHETHER YOUR ORGANIZATION COLLECTS DUES OR NOT.

Section 1. (State whether or not your organization will have dues. If your organization does have dues include how much they are, what they are for, when they are due, and if they are local regional and/or national dues.)

ARTICLE X- HANDLING OF FUNDS

- Section 1. The organization's accounts will be managed primarily by the (select one) Treasurer or financial officer.
- Section 2. All monies collected 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?)

The organization's money can go to the APSU General Scholarship Fund, Student Organization Council, a non-profit (must name specific charitable organization), another registered student organization etc. The organizations money MAY NOT be distributed to the members of the organization.

ARTICLE XI-AMENDMENTS AND REVISIONS

- Section 1. (Indicate how and when this document will be reviewed by members/officers. Constitution must be reviewed at least once a year during APSU's student organization re-registration process)
- Section 2. (The quorum stated in Article VI, Section C must be present to approve changes to this document.)
- Section 3. (Which officer is responsible for initiating the creation and distribution of the new/changed constitution and bylaws?)

This constitution was reviewed and approved as printed above on (date).

The Student Organization Council should receive a copy of your organization's revised constitution (and bylaws if applicable) after it is updated. Additionally any amendments and revisions must be provided to the Student Organization Council at the time of the changes.