

Constitution Sample for Student Organizations

A Constitution contains the fundamental principles that govern an organization's operation. The development of a Constitution will serve to clarify your purpose and delineate your basic operating structure. It will allow members and potential members to have a better understanding of what the organization is about.

ARTICLE I: NAME AND PURPOSE

- Section 1. The name of this organization shall be:_____
- Section 2. This section should explain what the organization hopes to do for it's members and the university community. (Example – the purpose of this organization shall be to provide educational activities for its members.)

ARTICLE II: MEMBERSHIP

- Section 1. This section should state that any MSU student may be a member. Some organizations are also open to non-MSU students. In addition, because MSU is an equal opportunity, affirmative action, and public institution that values diversity, student groups wanting to be recognized by the University, must be non-discriminatory. **The constitution must state that the organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Also, only MSU students may be officers and/or voting members.**
- Section 2. This section should explain how a person becomes a member, and how a person remains a member in good standing. (Example – a person remains in good standing by obeying the rules of the group written in the constitution.)

ARTICLE III: OFFICERS

- Section 1. This section should explain the titles and terms of each office. (Example - the President shall serve for one year from April 1 to March 31.)
- Section 2. This section should detail how officers are nominated and elected. (Example - only members in good standing may nominate, be nominated and vote; elections shall be by secret ballot and require a simple majority of members present.)
- Section 3. This section should describe the duties of each officer. (Example - the President shall have the following duties; to convene and preside at all meetings, etc.)
- Section 4. This section should contain a brief statement on how and why an officer may be removed. (Example - an officer failing to maintain membership in good standing, may be removed at any meeting by vote of the general membership.)

ARTICLE IV: OPERATING PROCEDURES

- Section 1. This section should cover time, place, and frequency of meetings and what constitutes quorum.
- Section 2. This section should cover rules of order (Example - parliamentary procedure, Robert's Rules, etc.) or whatever meeting style is used.
- Section 3. This section should contain the names and functions of any and all existing committees. Typical committees are membership, promotion and financial. (Example – the Executive Committee shall consist of all executive officers and chairpersons, and shall perform the following duties: review and approve the expenditure of all funds, etc.)

ARTICLE V: AMENDMENTS

- Section 1. This section should state who proposes amendments.
- Section 2. This section should explain how amendments are made.
- Section 3. This section should explain how amendments are approved.

If your organization needs assistance in writing a constitution, contact the Student Life staff at the Student Life Center, 101 Student Services Building, 355-8286