

# Constitution and Bylaws of [insert student organization name]

Adopted [insert month and year of adoption]

## ARTICLE I. NAME AND PURPOSE

### Section A. NAME

1. The official name for this organization is the \_\_\_\_\_.
2. This organization will use the name or its acronym, [insert organization acronym or shortened name], in all publicity materials and correspondence.

### Section B. PURPOSE

1. The purpose of this organization is to \_\_\_\_\_.
2. All activities of this organization must be directed toward this purpose.

## ARTICLE II. MEMBERSHIP

### Section A. REQUIREMENTS

1. All currently enrolled students, both undergraduate and graduate, and Delta State University (DSU) are eligible to be voting members.
2. All members who are not currently enrolled DSU students or DSU staff, faculty, alumni, and alumnae are eligible to be non-voting members.
3. All members are required to demonstrate support for the purpose of this organization.
4. Membership decisions will not discriminate based on race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.
5. All members are required to pay a \$ [insert membership fee amount] annual membership fee prior to taking part in any organization activity.

### Section B. RIGHTS

1. All members are eligible to attend all meetings and events of this organization.
2. If a fee is charged to attend a particular event, the membership will establish a fee scale for voting members, non-voting members, and others as appropriate.

### Section C. WITHDRAWAL OF MEMBERSHIP

1. Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.
2. A simple majority vote of the quorum of membership at a regular or special meeting shall be sufficient to withdraw membership.
3. Members to be voted upon in this regard will be notified of the intention to do so in writing [insert length of time (i.e. one week)] prior to the meeting at which the vote will be taken.

## ARTICLE III. OFFICERS

### Section A. OFFICER TITLES

President  
Vice President

#### TITLES

President  
Vice President  
Secretary/Treasurer  
Program/Public Relations Chair

#### Section B. DUTIES

1. The President will chair all meetings of **[insert organization name or acronym]** and will call special meetings as needed. The President will vote on **[insert organization name or acronym]** matters only in case of a tie.
2. The Vice President shall **[insert duties (i.e. chair any ad hoc committees or task forces of the organization)]**.
3. The Secretary/Treasurer will take, record, and file meetings minutes; produce all official correspondence for the organization and maintain records and report on the financial transactions of **[insert organization name or acronym]**.
4. The Program/Public Relations Chair will **[insert duties (i.e. direct the planning of the organizations education and social programs)]**.

#### Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

1. All officers and candidates for office must be currently enrolled DSU students.
2. All officers must be voting members of **[insert organization name or acronym]**.

#### Section D. NOMINATIONS AND ELECTIONS

1. Nominations for all offices will be taken from the floor of the **[insert length of time (i.e. third-to-last)]** regular meeting of the **[spring/fall]** semester each year.
2. Any member may nominate any other member, including him or herself.
3. Elections will be held at the **[insert length of time (i.e. second-to-last)]** meeting of the **[spring/fall]** semester.
4. Nominations may also be made during the election meeting itself, prior to closing of nominations and taking the vote.
5. A simple majority vote of the quorum present at that meeting will be sufficient to elect an officer. If there are more than two candidates and no candidate receives a majority, there will be a run-off vote between the top two vote recipients in the general meeting.

#### Section E. REMOVAL FROM OFFICE

1. Officers may be removed from the office for failure to perform duties or for violation of membership clause.
2. Officers to be voted upon in this regard will be notified of the intention to do so in writing at least **[insert length of time (i.e. one week)]** prior to the meeting at which the vote will be taken.
3. A **[insert a majority (i.e. two-thirds (2/3) or four-fifths (4/5)) depending on your organizational makeup]** majority of quorum present at a regularly scheduled meeting shall be sufficient for removal from office.
4. Any officer may resign by submitting a letter to the President. The President may resign by submitting a letter to the Vice President.

#### Section F. TERMS OF OFFICE AND VACANCIES

1. The term of office shall be from **[insert length of time (i.e. the last meeting of each spring semester until the end of the second-to-last meeting of the subsequent spring semester)]**.
2. Should a vacancy in an office occur, there will be another nomination procedure and election for the vacant office.
3. In the meantime, the Vice President will assume the duties of the President, the Secretary/Treasurer will assume the duties of the Vice President, and the Program/Public Relations Chair will assume the duties of the Secretary/Treasurer should those offices be vacant.

#### **ARTICLE IV. MEETINGS**

Section A. Regular meetings will be held **[insert regularly scheduled meeting times (i.e. the first and third Thursdays of every month)]**.

Section B. Special meetings may be called by any combination of **[insert majority of officers (i.e. “three” if organization hosts four officers or “two” if organization hosts three officers)]** of the officers. Notice of special meetings must be communicated to all members at least **[insert length of time (i.e. 72 hours)]** in advance of the meeting.

Section C. To conduct business at any meeting, **[insert a majority (i.e. two-thirds (2/3) or four-fifths (4/5)) depending on your organizational makeup]** voting membership must be present to form quorum.

#### **ARTICLE V. COMMITTEES**

Section A. PROGRAM/PUBLIC RELATIONS COMMITTEE

1. The only standing committee of **[organization name or acronym]** is the Program Committee, whose purpose is to plan events and programs for the organization.
2. All decisions of the Program Committee involving committing organization funds in amounts greater than \$ **[insert same amount (i.e. 25.00 or 50.00)]** will require the approval of the majority of those members present at the regular or special meetings of **organization name or acronym**. Similar decisions, but for \$ **[insert same amount from above (i.e. 25.00 or 50.00)]** or less may be approved by the Program/Public Relations Chair with consent from **[insert majority of officers (i.e. insert “three” if organization hosts four officers or insert “two” if organization hosts three officers, etc.)]** officers.

Section B. OTHER COMMITTEES

1. Other committees may be appointed by a majority vote of the members at a regular meeting of **[insert organization name or acronym]**.
2. In appointing such committees, **[insert organization name or acronym]** members must specify the purpose and chair or co-chair of that committee and establish its duration.

#### **ARTICLE VI. AFFILIATIONS**

Section A. DSU

1. This organization is a recognized student organization at Delta State University but is not part of the University itself.
2. In all correspondence and business transactions, it may refer to itself as an organization at DSU, but not as part of DSU itself.

3. **[Insert organization name or acronym]** accepts full financial and production responsibility for all activities it sponsors.
4. **[Insert organization name or acronym]** agrees to abide by all pertinent DSU policies and regulations. Where DSU policies and regulations and those of **[insert organization name or acronym]** differ, the policies and regulations of DSU will take precedence.
5. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization.

#### Section B. NATIONAL AFFILIATION

1. **[Insert organization name or acronym]** is the DSU chapter of the **[national organization name]**.
2. Where **[insert national organization name]** guidelines, regulations, or policies differ from those of DSU, DSU's policies, regulations, and guidelines take precedence.

### ARTICLE VII. FACULTY/STAFF ADVISOR

#### Section A. ADVISOR REQUIREMENTS

1. This organization may appoint a primary advisor by majority vote of membership.
2. Other people may serve as special advisors as needed.

#### Section B. DUTIES

1. The advisor must sign the recognition application each year with University Services in Union 204.
2. Officers should meet with the advisor **[insert number of meetings (i.e. "the second and fourth Thursdays of every month" or "three")]** times per semester.
3. An advisor may not vote in **[insert organization name or acronym]** matters, hold office or unduly influence decisions of the student organization.

### ARTICLE VIII. BY-LAWS AND AMENDMENTS

#### Section A. BY-LAWS

- I. By-laws can be added to this constitution by a simple majority vote of the entire membership at a regular meeting of **[insert organization name or acronym]**.
- II. This constitution takes precedence over any and all by-laws.
- III. University policies and state and federal laws take precedence over the constitution and all by-laws.

#### Section B. AMENDMENTS

1. This constitution can be amended by a **[insert a majority (i.e. two-thirds (2/3) or four-fifths (4/5)) depending on your organizational makeup]** vote of the entire membership at a regular meeting of **[insert organization name or acronym]**.
2. Notification of such a motion must be made to members at least one meeting in advance of the one in which the actual vote is taken.
3. All amendments shall be in consonance with university regulations and policies and shall be filed with the university through University Services within two weeks of adoption by the organization.

### ARTICLE IX. FINANCIAL MATTERS

Section A. RESPONSIBILITIES

1. Registered campus organizations must follow the *Delta State University Handbook for Student Organizations* in all financial matters and accept full responsibility for all activities that bear the organization's name as official sponsor.
2. The University shall have the right to audit the financial records of this organization.

**ARTICLE X. UNIVERSITY APPROVAL**

The below information must be completed by the persons listed for university approval of the student organization's Constitution and will allow the organization to gain campus recognition.

---

Signature of Applicant, Position & Date

---

Reviewed by Union & Student Programming Manager    Date