Student Life and Engagement

Student Organization Sample Constitution

This guide is to assist your organization in create a constitution or bylaws. This is the minimum requirements for a constitution or bylaws, but you can always add more. The language highlighted in yellow is required in exact language. Final constitutions must be approved by your organization, your advisor(s), and Student Life and Engagement. This will be approved or denied at the time of application to be a recognized student organization and when the organization submits the constitution for annual re-recognition of the organization.

# [Insert Name of Organization] at Augusta University

Article I Name

Section 1 The name of this organization shall be [insert full name of organization] at Augusta University, located in Augusta, Georgia.

[You must include chapter designation, if part of a Greek lettered organization. If you are affiliated with an outside organization your name must differentiate yourself from your sponsor.]

Article II Purpose

Section 1 The purposes of this organization are [describe organization’s mission].

Article III Authority

Section 1 This organization is a recognized student organization at Augusta University and adheres to all campus policies as set forth in the Student Organization Handbook and the Student Code of Conduct

Section 2 If applicable: This organization is affiliated with [name of national or affiliated organization.]

Article IV Membership

Section 1 Membership in the organization shall be open to all students regularly enrolled at Augusta University and students interested in furthering the purpose of the organization. Each regular member has equal rights and privileges.

Section 2 The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Alternate Section 2 ***(Only to be used by social fraternities, sororities, or other university living groups, which may permit gender membership limitations***)

Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability.

Section 3 The organization shall make every effort to prohibit its members and officers from engaging in acts of hazing or committing any act that endangers the safety of its members or others.

Section 4 Members [shall/shall not] be required to pay dues

Section 5 Members shall be required to attend at least [# %] of the organization’s regularly scheduled meetings.

Article V Officers

Section 1 The officers of the organizations shall be the [titles of officers].

Section 2 Powers and Duties of Officers

a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. [Optional: The President shall be an ex officio member of all committees.] The President shall have such further powers and duties as may be prescribed by the organization. The President shall complete the annual student organization training.

b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.

c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank transactions and accounting in the organization’s name, requiring signatures of both the Treasurer and President for authorized disbursements.

d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.

e. The duties of the Student Event Coordinator are to take training provided by Student Life and Engagement and once approved he/she can make reservations through Event Management System (EMS). The Student Event Coordinator is responsible for ensuring the organizational membership is educated and meetings, activities, and events follow required policies and procedures of the university.

e. [List duties of any additional elected or appointed officers.]

Section 3 Qualifications necessary to hold office in this organization are as follows:

a. To be eligible for and to hold office, candidates must be currently enrolled for the semester.

b. Additionally, [list other additional qualifications, such as academic requirements, length of time one has been a member, length of time one can hold office, etc.].

Article VI Selection of Officers

Section 1 The [list of elected officers] are elected [annually or each semester]. Elections are held [at the end of each fall/spring semester] and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week’s notice shall be provided for any meeting at which an election is to be held.

Section 2 Positions shall be open to all members who are currently enrolled. (Organization can decide on other variables such as attendance, past positions held, etc.).

Section 3 Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.

Section 4 The officers shall be elected in this order: [List order, usually starting with the President].

Section 5 Officers shall be elected by majority vote. [Optional: If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.]

Section 6 Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 7 The following officers shall be appointed by the [President or Executive Committee]. [Indicate if ratification by a majority vote of the membership is required.]

Section 8 Officers shall assume office on [the first day of the semester following the election] and shall serve for [length of term of office].

Section 9 Officers may be recalled from office for cause. To initiate a recall election, a petition signed by [specify number, such as one-third of the total number of voting members] must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 10 If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

ARTICLE VII Advisor(s)

Section 1 The organization shall [elect/appoint] an individual employed as a faculty or staff member by Augusta University to serve as the University advisor to this organization. Graduate Assistants and Student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Student Organization Handbook. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 2 [Optional] The organization also may appoint a community advisor. [Specify qualifications, such as being an alumni member, a representative of the affiliated organization, etc.]

ARTICLE VIII Finances (if applicable)

Section 1 Membership dues shall be [$XX per semester/quarter/academic year].

Section 2 Dues shall be paid by [specify due date, such as “second week of each semester/academic year.”] [Optional: There shall be a late fee of [$XX/$XX per week].

Section 3 This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting

Section 4 Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

Section 5 The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Treasurer is authorized to approve expenditures not exceeding [$XXX].

ARTICLE IX Amendments

Section 1 Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. [Optional: The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.]

Section 2 Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these bylaws must be uploaded into the student organization’s Jag Life portal and submitted to the Office of Student Life and Engagement no later than two weeks after adoption.

These bylaws/constitution was adopted on [date] and most recently revised on [date].

President Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_