Sample Student Organization Constitution

This sample constitution is provided by the Office of Student Engagement to assist your student organization or club in creating a constitution, which meets the standards for officially registering your organization with Thomas Jefferson University. The \*starred\* articles MUST BE included as well as the date of adoption/revision. You may add parameters to Article III after stating points 1 & 2. This sample must be re-typed.

STUDENT ORGANIZATION CONSTITUTION SAMPLE

\*Date of Adoption and/or Revision

ARTICLE I – \*Name\*

The name of this organization shall be the [insert name]. The [insert name] is a student organization at Jefferson University, East Falls. This organization’s purpose shall be to [fill in purpose].

ARTICLE II – \*Objectives\* (however many you may see fit for your specific club or organization)

The objectives of the organization shall be:

1. first objective
2. second objective
3. third objective
4. fourth objective

ARTICLE III – Membership

1. Members and officers must be enrolled students at Jefferson University.
2. TJU faculty/staff may act as associate members, but may not vote or hold office.

ARTICLE IV – \*Officers\*

1. Election of Officers
	1. The officers of this organization are president, vice president, secretary, and treasurer.
	2. Officers will be elected by a majority of votes.
	3. Election of officers will take place [insert time]
	4. Officers will assume office for the period of one year.
2. Recall of Officers
	1. Officers are subject to recall for malfeasance in office. Malfeasance shall be defined as:
		1. An inability to perform the requirements of office
		2. Willfully disobeying Jefferson University Rules and Regulations governing student organizations
		3. Breaching the Student Code of Conduct
		4. Mismanaging club funds
	2. Recall procedures will be initiated at the request of five active members.
	3. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties
		1. Those requesting a recall of officer(s) shall be given 20 minutes to present their case
		2. Those officers being recalled will have five (5) minutes to question their accusers
		3. Those officers being recalled will have 20 minutes to rebut the charges presented against them
		4. The club will then have five (5) minutes to question those being recalled
	4. A two-thirds majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

ARTICLE V – \*Elections\*

1. This constitution and by-laws may be amended by a 2/3-majority vote of those voting, a quorum being present.
2. Voting on amendments must be conducted after a minimum notice of 2 weeks.

ARTICLE VI – Not-for-profit Statement (Must Be Included Exactly as Found Here)

This is not-for-profit organization.

ARTICLE VII – Statement of Non-discrimination (Must Be Included Exactly as Found Here)

This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office. (As exempted by Federal law, Social Greek organizations may omit “gender”)

ARTICLE VIII – \*Financial Obligation\*

1. A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.
2. A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.
3. If dues are collected, record of payment by members must be kept.

ARTICLE IX – Statement of Non-Hazing (Must Be Included Exactly as Found Here)

This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE X – Statement of Compliance with Campus Regulations (Must Be Included Exactly as Found Here)

This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

SAMPLE BY-LAWS

I. Cabinet

1. President
	1. Coordinates all activities of the organization
	2. Acts as liaison to University community
	3. Serves as official representative of organization
	4. Calls regular and special meetings
	5. Presides at meetings
	6. Prepares agenda for meetings

II. Vice President

* + - 1. Assumes duties of president, when necessary
			2. Assists president in coordinating activities
1. Secretary
	1. Maintains accurate and current information of the organization and membership
	2. Assists president and vice-president to coordinate organization activities
	3. Keeps accurate minutes of each meeting and forward copies to other officers
	4. Keep attendance records for meetings.
2. Treasurer
	1. Serves as liaison to Jefferson for all purpose of organizational funding
	2. Maintains accurate and current account of all organizational funds
	3. Responsible for dispensing of funds in accordance with the goals and programs established by the organization

II. Meetings

1. Meetings will be open to all organization active and associate members, faculty, staff, and non-member students. The meetings are to be organized and controlled by officers and active members.

\*Please Note: a description of officer duties must be included either in bylaws or built within the constitution\*