**Sample Student Organization Constitution**

*Student organizations recognized through the Office of Student Engagement must use this template. Simply delete this introductory paragraph, put your student organization’s name at the top, and fill in the sections with information relevant to your student organization. Your student organization may expand your Constitution but must include the following asterisked (\*) sections below in order to be considered for recognition as a student organization at Ithaca College.*

**Article I – Name**

**\* Section 1 –** The name of this student organization shall be [Insert the formal name by which the student organization shall be officially known.]

**Article II – Purpose/Mission Statement**

**\* Section 1 –** The purpose of this student organization shall be to [Insert the student organization’s defined purpose (to promote, to organize, to educate, etc.) and if available, its mission statement.]

**Article III – Affiliations**

**\* Section 1 –** [Identify any local, regional, national, or international groups with which the student organization is affiliated. This section may be removed if the student organization is not affiliated with an entity other than Ithaca College.]

**Article IV – Membership**

**\* Section 1 –** [General student organizations should use the following sentence as their membership policy.] Ithaca College students must comprise at least 51% of the student organization’s membership.

**\* Section 2 –** [Insert eligibility requirements, such as grade point averages, academic majors/minors, and special qualifications which may be required for eligibility that do not illegally discriminate.]

**\* Section 3 –** Membership in this student organization is open to all meeting the above criteria, irrespective of race, creed, color, sex, class, age, nation of origin, nationality, gender identity or expression, disability, marital status, religion, military status, or sexual orientation.

**Article V – Officers or Executive Board**

**\* Section 1 –** The officers of this student organization shall be: [Insert the number of officers, their titles, and their duties. **An individual’s *name* should not appear in a constitution**.]

**Section 2 –** [Insert qualifications for each office, if any. For example, “Members must have been a member of the student organization for at least one calendar year to be eligible to run for election as president.”]

**Section 3 –** [Insert the term length of each position. Being specific may be helpful, like “…one year from October 1 to September 30.” Be careful to include provisions for holding elections before an officer’s term expires.]

**Section 4 –** [Insert provisions for removing an officer, in the event it is necessary.]

**Section 5 –** [Insert whether reports from officers to the membership will be required. If the student organization decides they are required, how often will they be made? How will they be made available?]

**Article VI – Elections**

**\*Section 1 –** Election of officers shall be held [Insert the month of elections and specify which member of the student organization will oversee them. Who will announce elections? The candidates? The results? A provision should be made that specifies how far in advance election meetings will be announced.]

**Section 2 –** [Insert procedures for filling vacancies in positions.]

**Section 3 –** [Insert procedures for voting in elections. Some student organizations make provisions for a secret ballot, for example, whereas some feel a vote by a show of hands is best. What percentage of those voting shall constitute a candidate’s election? Consider procedures for election proceedings in which no candidate has won.]

**Article VII – Meetings**

**Section 1 –** Regular meetings of this student organization shall be held [Specify the frequency of meetings. Determine who has the authority to call a meeting and who has the responsibility of notifying members of meetings and how it should be done. For example, “The secretary shall notify members of the business meeting, via e-mail, no later than five business days in advance of the meeting.”]

**Section 2 –** Quorum shall consist of [insert the number or percentage of ] voting members. [A quorum is defined as the number or percentage of the total membership that must be present at a meeting in order to conduct the business of the student organization.]

**Section 3 –** The [specify edition] edition of Robert’s Rules of Order [or Sturgis Standard Code of Parliamentary Procedure] shall govern meetings of this student organization within the requirements of this constitution and bylaws adopted by the membership of this student organization.[Student organizations are not required to follow these procedure standards, but if the student organization decides to do so, it should be articulated in the constitution.]

**Article VIII – Advisors**

**\*Section 1 –** There shall be at least one Ithaca College faculty or staff advisor who shall serve as an advisor to the student organization.

**\*Section 2 –** [Insert a description of how the advisor will be selected.]

**\*Section 3 –** [Insert a description of the duties or responsibilities of the adviser. This description must be congruent with the guidelines established by the Office of Student Engagement in the *Student Organization Guidebook*. In situations in which the role of the adviser prescribed in a student organization’s constitution is different, policies established by the Office of Student Engagement supersede them.]

**Article IX – Committees**

**Section 1 –** [Insert a description of standing committees, their function, financing, powers, etc.]

**Section 2 –** [Describe the selection of committee members. For example, “Members of the marketing committee shall be appointed by the President, with a majority vote of approval by the general membership.”]

**Article X – Dues and Fees (if applicable)**

**Section 1 –** Members shall pay dues in the amount of [Insert a dollar amount, the schedule for which they are assessed, and the individual responsible for collecting and processing dues.]

**Section 2 –** [Insert a description of accounting procedures, how funds are allocated, how accounts are maintained, etc.]

**Article XI – Constitutional Amendments**

**Section 1 –** This constitution may be amended by a vote of [Insert the number or proportion of the membership required to amend the constitutions. What is the process by which revisions may be proposed? How far in advance must proposals be distributed to the membership? Are changes effective immediately upon their passage? May this take place at any meeting, or may changes only be proposed and passed at an official business meeting?]

**Article XII – Bylaws**

**Section 1 –** [Some student organizations may find it necessary to implement policies other than the primary guiding rules described in a constitution. As the constitution, in many ways, is the backbone of the student organization, it may not be appropriate to include secondary policies in this document.]

**Section 2 –** [Insert the process by which bylaws may be adopted and revised.]