

Sample Sponsored Registered Student Organization Constitution

Items in <> offer explanations or suggestions.

Italics are optional items or suggested wording.

Any highlighted items are required and should not be modified.

This is a very basic constitution. Feel free to add more detail about how your organization will operate. As the governing document, this will be the source to turn to when you have disagreements, conflicts or are confused about how to proceed. You are encouraged to use other resources when developing your constitution.

Organization Name Constitution

Ratified: *<Insert date organization membership voted to approve the document>*

Article I: Organization Name

1. The name of the organization shall be *<insert organization name>*.
2. *This organization is affiliated or a student chapter of <insert national/international organization>*.

Article II: Purpose Statement

The purpose of this organization is *<insert purpose – can be multiple sentences, paragraphs or a list>*

Article III: Membership and Eligibility Criteria

Section A: Membership is open to any enrolled ISU student *who: <list any specific criteria you may have such as GPA requirement>*

- 1.
- 2.
- 3.

Non-students and alumni may participate, but are not considered members and cannot act on behalf of or represent the RSO when conducting business. When participating in events, meetings, etc., they must abide by all Illinois State University and RSO policies as well as city, state, and national laws.

Section B: Member selection shall be free from discrimination based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic information, unfavorable military discharge, status as a veteran, or sex (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking).

Section C: Dues and collection procedures

1. *The fiscal year of the organization, shall be from <month/day> to <month/day> (i.e. January 1 to December 31)*
2. *The amount of annual dues shall be determined each year by <insert decision maker(s)>*
3. *Dues shall not exceed \$<amount> per year.*
4. *Dues shall be used for the following purposes:*
 - a.
 - b.
 - c.

Section D: A member may be removed for:

1. *Violation of the Illinois State University Code of Student Conduct, Illinois State University policies, city, state, and national laws.*
- 2.
- 3.

Section E: Removal of membership procedures

Any member may have their membership revoked by <a two-thirds vote of the Executive Board>. Any member removed may appeal to <the to the general membership. Said member shall be considered reinstated with two-thirds approval of the members>.

Article IV: Voting

Section A: A quorum will be <two-thirds of members> <simple majority of members present>

Section B: Each member in good standing may vote.

Section C: Proxy voting is allowed by the following process:

- 1.
- 2.

Article V: Officers

Section A: This organization shall have a President, Vice President, Secretary and/or Treasurer, and Advisor <these titles may vary for your organization, or you may choose not to have officers at all but to have team leaders or equal standing and operate on a consensus model. ISU requires one member be deemed the "senior" officer who will be the contact person for ISU as well as a student who will handle your financials> These officers comprise the Executive Committee or Board.

Section B: All officers must be currently enrolled Illinois State University students.

Section C: The term of office shall be from <month/date> to <month/date>

Section D: Election of officers shall be held <annually/month>. At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by ballot. The person receiving majority vote will be elected.

Section E: Any officer may be removed from membership by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Section F: Any vacancy which may occur in an office shall be filled *by appointment by the president pending ratification at the next group business meeting.*

Article VI: Duties of Officers

<This is only one possible way to organize duties >

Section A: *President*

1. The president shall be the chief executive officer and will serve as the contact for Student Activities & Involvement.
2. *The president shall appoint all committee chairpersons*
3. *The president, with approval of the executive board, directs the budget*
4. *Vacancies in offices will be filled by appointment of the president with approval of the general membership.*

Section B: *Vice President*

1. *The vice president shall be the parliamentarian for the organization*
2. *The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president*
3. *The vice president will keep and have available current copies of the constitution and bylaws*
4. *The vice president will be responsible for scheduling programs*
5. *The vice president will perform other duties as directed by the president*

Section C: *Secretary*

1. *The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board*
2. *The secretary will provide a copy of the minutes for each officer and keep a master file*
3. *The secretary shall maintain a complete and accurate account of attendance and membership status*
4. *The secretary will perform other duties as directed by the president*

Section D: *Treasurer*

1. *The treasurer shall keep a current record of all financial transactions*
2. *The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership*
3. *The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time*
4. *The treasurer will perform other duties as directed by the president*

Article VII: Advisor

Section A: *The Advisor must be an Illinois State University Faculty, Staff or Graduate Assistant employed by the University.*

Section B: *The advisor shall:*

1. *assist the group in the execution of roles and responsibilities*
2. *provide feedback to the organization regarding its operation and functioning*
3. *serve as a resource*
4. *provide advice upon request, and also should share knowledge and expertise*
5. *meet with the executive board on a regular basis*
6. *The advisor will be a nonvoting member of the organization*

Article VIII: Group Committee Structure

Section A: The following committees (other than executive board) shall be appointed by the president subject to ratification by the organization during a regular business meeting

- 1.
- 2.
- 3.

Section B: The duties of the standing committees shall include:
<provide details of responsibilities respective to the committee>

- 1.
- 2.
- 3.

Programs, Services, Activities

1. This organization shall be in compliance with all federal and state statutes and regulations as well as Illinois State University policies pertaining to non-discrimination in educational programs.
2. Access to all programming provided or sponsored by Registered Student Organizations shall be free from discrimination based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic information, unfavorable military discharge, status as a veteran, or sex (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking).
3. This organization shall provide reasonable accommodations as necessary to individuals with disabilities in order to provide equal opportunity to participate in programs, services and activities.

Sponsoring School or Department Requirements

<the policies and oversight of the organization by the sponsoring area>

"Organization Name" is sponsored by the "School/Department". As such, the organization agrees to the following: <fill in "Organization Name" and sponsoring "School/Department">

1. The "School/Department" provides oversight to the organization including approval and denial authority of organization activities and events.
2. The "School/Department" will request and sign all contracts for department/school approved events on behalf of the organization.
3. The "School/Department" will assign a staff member to advise the organization. The advisor will fulfill responsibilities as outlined in "insert location in constitution/by-laws which explains advisor responsibilities".
4. If the "School/Department" provides funding or the organization receives an allocation from the Student Fee Board, the organization agrees to follow all Illinois State University policies and procedures for expenditures.

Article X: Notice of Meetings

Section A: The times for regularly scheduled meetings shall be <day of week/time>

Section B: Special or emergency meetings may be called <hours/days notice> by the executive board.

Section D: The meetings shall include a quorum, order of business, and disposition of the minutes.

Article XI: Parliamentary Procedure

Section A: Robert's Rules of Order Revised shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

Section B: The rules may be suspended by <two-thirds vote of the present membership>.