



SAMPLE



STUDENT ORGANIZATION CONSTITUTION

Below is a sample constitution to help guide you in drafting a document that fits your organization's needs. This outline contains several items that must appear in each student organization constitution, they are in **bold print**. Please note that the formatting and text written below are simply suggestions. As long as your constitution meets the guidelines established by the Office of Student Involvement then it will be approved.

Constitution of [Insert name of Organization]

Article I Name and Purpose

Section A. The name of this organization shall be [Organization Name].

Section B. The mission of [Organization Name] is [Insert the primary mission and goals].

Section C. The [Organization Name] shall comply with all local, state and federal laws, as well as all Florida Gulf Coast University regulations, policies and procedures. Such compliance includes the Student Code of Conduct and the Student Organization Handbook.

Article II Membership

Section A. Membership in [Organization Name] is limited to any Florida Gulf Coast University student enrolled in a degree-seeking program as an undergraduate, graduate, or postgraduate student.

Section B. [Organization Name] shall not haze any prospective member for the purpose of admission into or affiliation with the organization. Members of [Organization Name] are free to leave or dissociate without fear of retribution or harassment.

Section C. [Organization Name], in order to comply with the University's commitment to non-discrimination, no discrimination shall be made on the basis of gender, race, color, creed, age, religion, disability, national origin, marital status, sexual orientation, parental status or veteran status.

Article III Officers

Section A. The officers of the [Organization Name] shall be [insert which offices the organization will include (do not include the names of the officers)]. The four officers are, [there must be at least four officers, a President (or primary contact) and treasurer (or financial officer) is required].

Section B. Officers will hold office from [insert officer's term limit (not to exceed 1-year)]. Also include whether or not there is a limit to the number of terms for which any single person may be re-elected.]

Section C. In order to comply with the University's Student Activities Eligibility Regulation, (FGCU-PR4.005), effective Fall 2011, [Organization Name], undergraduate student leaders will be registered for at least nine (9) credits each regular semester, and enrolled in a credit bearing course in either summer term A, B or C, and maintain a minimum 2.5 cumulative FGCU GPA. Graduate and professional students must be registered for six (6) credits per semester, and maintain a minimum 3.0 cumulative FGCU GPA in order to hold an Executive Officer Position.

Article IV
Officer Power and Duties

Section A. (The sections in this article should list separately the duties of, at least, the following officers: president and treasurer. List any other officers and duties that you desire.)

The President will [insert president's role]. (An example may be that the president is responsible for presiding over meetings and act as the official representative of the club.)

The Treasurer will [insert treasurer's role]. (An example may be that the treasurer is responsible for handling funds, whether collected or distributed for formal or informal events, as well as, maintaining accurate records of all financial transactions.)

[Insert any other offices held within the organization and their respective powers and duties.]

Article V
Officer Elections

Section A. Elections of new officers will take place [insert the estimated times of elections and how often they will occur].

Section B. [List who is eligible to run for the various officer positions and that all members may vote.]

Section C. Members who are running for office must [insert election requirements- examples are acceptance of nomination, speech, campaign, etc.].

Section D. Officers must be elected by [insert simple majority, 2/3rds majority, etc. Also include secret ballot or hand vote.]

Article VI
Removal of Officers and Vacancies

Section A. Cause for removal shall be defined as [Define what is cause for removal from an officer position.]

Section B. [Explain the process of how an officer is removed.]

Section C. A vacancy shall be declared when an officer resigns or is removed from office.

Section D. [Describe the process by which a vacancy is filled]

Article VIII
Faculty/Staff Advisor

Section A. The Faculty/Staff Advisor is to be an employee of Florida Gulf Coast University. The Faculty/Staff person, [insert clearly how the faculty/staff advisor is selected, the length of their term, their duties, responsibilities, and process of replacement of the advisor.)

Article IX
Organization Meeting

Section A. The organization shall hold meetings that [define how often the organization will meeting, whether it is weekly, bi-weekly or on another type of regularly defined basis. Also include what time and the meeting procedures to be followed.]

Article X
Dissolution of Organization

Section A. The [state organization name] may be dissolved at the request of the Office of Student Involvement or by a two-thirds vote of its members, provided that notice of a vote on the dissolution is furnished to the members at least sixty (60) days before the vote is taken. In the event the organization dissolves, assets and/or debts [insert the appropriate means for disposing of these assets must be specified clearly and unequivocally].

Article XI
Amendments

Section A. Any member of this organization may suggest amendments to this Constitution. [Insert other requirements for amendments including how they are to be submitted and to whom. Also include how they are presented, voted upon and approved (voting must include all members). Make sure to include what majority is necessary for approval.]

BYLAWS

Items that are appropriate for inclusion in this section include, but are not limited to: definitions of a quorum, committees and their functions, election procedures, vacancies, dues and assessments, rules of order, and amendments to bylaws. A copy of the constitution or bylaws of any organization outside Florida Gulf Coast University with which your group is affiliated should accompany the local constitution.

The signatures of the president and advisor, the date of adoption, and spaces for the date of University recognition and signature of the Office of Student Involvement should appear at the end of the constitution and are required before final recognition.

Date of Adoption

Date of Recognition

President's signature

Office of Student Involvement

Advisor's signature