Florida Gulf Coast University

Constitution of

[Insert name of Organization]

**Article I**

**Name and Purpose**

Section A. The name of this organization shall be [Organization Name]. **(What is the exact title to be used in addressing this organization?)**

Section B. The mission of [Organization Name] is [Insert the primary mission and goals]. **(What is the purpose? Is it fostering a broad educational goal? Is it a social, cultural, recreational or political organization? Why was the group founded?)**

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. (Who is eligible for membership? Are there any restrictions? How does one become a member? How are members identified?)**

**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].

**How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Description of any standing committees should be included, probably in the by-laws. What are the duties of the faculty advisor?**

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, undergraduate students must be registered for at least nine (9) credits in each 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 at least six (6) credits in each semester, and maintain a minimum 3.0 cumulative FGCU GPA.

**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]. **Examples include:**

**The president shall be the chief executive officer**

**The president shall appoint all committee chairpersons**

**The president, with approval of the executive board, directs the budget**

**Vacancies in offices will be filled by appointment of the President with approval of the general membership.**

The Treasurer will [insert treasurer’s role]. **Examples include:**

**The treasurer shall keep a current record of all financial transactions.**

**The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.**

**The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.**

**The treasurer will perform other duties as directed by the president.**

**[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.]**

**How are officers elected? What type of ballot? When are they elected (month), and for what period? Who is eligible for office? When do officers assume their positions? How may officers be removed? You may wish to clarify the role of your advisor.**

**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 VII**

Alcohol Policy- You do not have to include this

* All organization members will abide with the FGCU policy on alcohol and all applicable state laws.
1. Registration of Events
	1. All organization social events where alcohol is present, both on or off campus, must be registered with the Office of Student Involvement
	2. Social Event Registration Forms must be turned into the Office of Student Involvement through EagleLink at least two weeks prior to social functions
	3. The guest list form must be turned into the Office of Student Involvement through EagleLink at least 72 hours prior to the event.
	4. Organization leaders must participate in a Responsible Host Workshop, offered through the Office of Student Involvement, once per year before hosting an event with alcohol.
2. Events where Alcohol is present must conform to the following guidelines of Subsection A: Third Party Vendor Guidelines
	1. A licensed, insured company caters and serves the function and the company must be licensed and insured as required by the state and local ordinances
	2. Chapters are prohibited from entering into arrangements with the catering company to provide them a set amount of alcohol. This is the same as purchasing alcohol with chapter funds. The catering company must be paid for services only, not the purchase of alcohol in any manner
3. Use/Purchase of Alcohol
	1. No organization shall furnish or cause to be furnished any alcoholic beverage to any person
	2. Common sources of alcohol such as kegs, alcoholic punch, unmonitored bulk containers of alcohol, etc. are prohibited
	3. Alcohol may not be directly or indirectly purchased by A&S or organization funds
	4. No individuals under the legal drinking age will be permitted to bring alcohol to a function, consume alcohol at the function, or be allowed to remain at a function if found in possession of alcohol
4. Social events which encourage drinking, drinking games, drinking contests, and/or drunkenness, are prohibited
5. Pre-Parties and Post-Parties for events are strictly prohibited. These parties shall be defined as:
	* + 1. An event that occurs directly before or after a registered function
			2. A substantial amount of the organization membership is in attendance
			3. Organization funds or passing of the hat have been used to prepare for this function
			4. An organization event where alcohol is present that has not been registered with the Office of Student Involvement
6. Monitoring a Function
	1. There shall be a minimum of one security guard, at all functions, that is responsible for monitoring the function and checking identification of all people who enter the function
	2. Guests under the legal drinking age must be visibly identified (wrist band, etc.) from guests over the legal drinking age
7. All social events where alcohol is present must be closed events
	1. The total number of guests at a social event may not exceed 2 times the membership of the sponsoring organization. Alumni of the local chapter and parents of the current chapter members must be signed in at the door and are excluded from the guest limit of 2 times the membership
8. Unrestricted invitational advertisement of social events where alcohol will be present is prohibited, The presence or reference to alcohol in any advertisement of functions is also prohibited
9. Host organizations are responsible for all guests at the function
10. All functions must end by 2:00a.m.

**Article VIII**

**Hazing**

1. **All organization members will abide by the FGCU policy on hazing and Florida state laws.**
	1. **All forms of Hazing and/or pre-initiation activities which would reflect unfavorably on the organization and its members shall be banned.**
	2. **“Hazing” means any action, activity, or situation which recklessly, negligently, or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the University hereinafter referred to as “University Organizations.”**
2. **Florida Gulf Coast University Hazing Policy**
	1. **Any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating under the sanction of the University.**
	2. **Brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substances, or other forced activities which could adversely affect the physical health or safety of the individual.**
	3. **Any activity which could subject the individual to mental stress such as sleep deprivation, forced exclusion from social contact, forced contact, which could result in embarrassment, or any other activity which could adversely affect the mental health or dignity of the individual.**

**Article IX**

**Faculty/Staff Advisor**

Section A. The Faculty/Staff Advisor is to be a full-time faculty or staff member 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 X**

**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.]**

**How are amendments to be proposed and by whom? Do you want to provide for a delay before voting on amendments? How are your amendments to be voted upon? What level of support is required for passage (simple majority, 2/3, 3/4, etc.)?**

**Article XI**

**Dissolution Clause**

**Section 1: This Student Organization will be dissolved by a two-thirds majority of quorum votes to do so, or when the Student Organization fails to complete the University required recognition process for two consecutive semesters. In the event of the Student Organization’s dissolution, all Student Organization financial assets become property of the Student Government Association and shall be added to allocations designated for recognized student organizations. All additional assets will be used toward any debts; if no additional assets remain all debts shall be reconciled by the current officer(s) prior to the dissolution of the organization. Organizations with outstanding debt will not be recognized as a Registered Student Organization at FGCU.**

*\*Reconcile all debts or have a written plan on file describing how any debts will be settled in the future. Outstanding debts* **cannot** *be given back to the Office of Student Involvement, FGCU or any University department.*

**BY-LAWS (Optional)**

Constitutions may also include a "Provision for By-Laws"; Article or a clause pertaining to the establishment of by-laws. The By-Laws might include some of the following items:

* Standing committees of the organization.
* Ad Hoc Committees of the organization which are established for a single purpose, or 1-year commitment. Such committees will be eliminated from the By-Laws once abolished or defunct.
* Policies pertaining to the time, location of organizational meetings.
* Election procedures, dates, terms of offices.
* Structures/purposes of committees.

Section A: Committee Identification and Appointment

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.

**Article #:** (notice of meetings)

Section A: The times for regularly scheduled meetings shall be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section B: At least \_\_\_\_\_\_\_\_\_ days notice shall be given for each regular business meeting.

Section C: Special or emergency meetings may be called with less than\_\_\_\_\_\_\_ hours/days notice by the Executive Board.

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

**Article #:** (parliamentary procedure)

Section A: (Example) *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.