

Nicholls State University  
OFFICE OF STUDENT LIFE

**Sample Constitution for an NSU Student Organization**

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The following outline is designed to help you write a constitution for your organization. The constitution should contain statements concerning ongoing aspects of the organization. Items that are subject to frequent revision should be included in the by-laws. University policies that apply to recognition of your organization are included in the outline.

*Name of Organization*  
*Constitution*

ARTICLE I. NAME.

Section 1. The name of this student organization shall be the [name of organization].

ARTICLE II. PURPOSE.

Section 1. The purpose of the organization shall be: (for example)

- a. to function as a student organization;
- b. to encourage participation;
- c. to serve the campus and community;
- d. to foster loyalty to the organization; and
- e. etc., as desired.

ARTICLE III. MEMBERSHIP.

Section 1. Membership in this organization shall be open to students enrolled at Nicholls State University.

Section 2. There shall be no dues.

*or*

Membership shall be maintained by the payment of dues which are established by the members of the organization.

ARTICLE IV. OFFICERS.

Section 1. The executive officers of the organization shall consist of a president, a vice president, a secretary, and a treasurer.

Section 2. Duties and powers:

- a. The duties of the president shall be *(for example)* to preside at all meetings, call special meetings, to appoint committees, etc.
- b. The duties of the vice president shall be *(for example)* to perform all duties of the president in his/her absence, to serve as program chairperson, etc.
- c. The duties of the secretary shall be *(for example)* to keep an accurate, permanent record of the organization, to take charge of all correspondence, to notify the appropriate publications and post information regarding meetings and activities, and to make necessary reports, etc.
- d. The duties of the treasurer shall be *(for example)* in accordance with the organization's mission and goals, keep an accurate and complete record of all monetary transactions, to collect membership dues, etc.

Section 3. Election or selection of officers:

- a. The officers shall be elected *(for example)* each spring semester to allow time to prepare for program and budget planning, revise the constitution as needed, and prepare registration materials for the coming academic year.
- b. *State any qualifications necessary to hold office.*
- c. The candidate shall be nominated in the following manner: *(for example, a nominating committee, nominations from the floor, or a combination of both).*
- d. Voting shall take place *(for example: by ballot, standing vote, show-of-hands, oral vote, etc.)*, as decided by the membership of the organization.
- e. A majority of two-thirds (2/3) of all votes cast shall be necessary for election.
- f. Following each election or change of any officer/advisor, the Office of Student Life will be notified in writing.

ARTICLE V. MEETINGS.

Section 1. The [name of organization] shall meet (for example: once a month, weekly, etc.), as decided by the membership of the organization.

ARTICLE VI. QUORUM.

Section 1. (For example: Two-thirds [2/3], Three-fourths [3/4], etc.) of the members of the organization shall constitute a quorum to transact business.

ARTICLE VII. AMENDMENTS.

Section 1. Proposed amendments shall be submitted in writing and read at a regular meeting, and shall be acted upon at the following meeting.

Section 2. This constitution may be amended by a majority of two-thirds (2/3) of those members at the meeting.

ARTICLE VIII. RATIFICATION.

Section 1. A two-thirds (2/3) majority of those present at the first meeting of the newly-formed organization will be necessary to ratify this constitution.

ARTICLE IX. ANTI-HAZING STATEMENT.

Section 1. The [name of organization] considers hazing to be a most destructive and degrading activity which is inconsistent with the standards of this student organization. The [name of the organization] recognizes the dignity of every individual and opposes all forms of hazing.

ARTICLE X. REGISTRATION RENEWAL

Section 1. In accordance with established registration procedures, this section should contain a statement that specifies a date for annual registration renewal. This date should be one month after your organization's elections.

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.
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