ORGANIZATION CONSTITUTION

**(NAME OF ORGANIZATION HERE)**

*New and prospective student organizations can use this Constitution Template to create their own Constitution. The black text is template text that you can change to meet your organization’s needs. Purple text is “helper text,” which you should delete from the document before saving your final draft. Use this template along with various sample constitutions hosted on the Organizations webpage or that you find elsewhere.*

The (name of organization) declares this constitution for the purpose of establishing itself as a registered student organization, responsible to the student body and campus community of Louisiana State University at Eunice.

**Article I: Organization Name**

Section 1: The official name of this organization shall be . (If applicable) The organization may also be known as \_\_\_\_\_\_\_\_\_\_\_ in correspondences.

**Article II: Purpose**

Section 1: The purpose of the organization is to \_\_ \_.

*Briefly describe the purpose and objectives of your organization. List the purpose(s) for which your organization was formed. What does the organization provide to its membership? What does it provide to the Widener University campus? This statement will be used to describe what the organization is about to those looking for or at student organizations to join or work with.*

**Article III – Affiliations**

Section 1:

*Identify any local, regional, national, or international organizations with which the student organization is affiliated. This section may be removed if the organization is not affiliated with an entity other than the University.*

**Article IV: Membership**

Section 1: **Membership**:

*This article should clearly state the eligibility for membership (which should also contain an equal opportunity statement which provides access to membership regardless of race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, or gender identity and expression). General Greek-lettered fraternities and sororities are exempt from discrimination prohibitions on the basis of sex by federal law. This section should also explain types of membership offered and qualifications for voting in the organization. Describe who is eligible for membership. Are there any restrictions on becoming a member (e.g., grade point average, class standing, community service requirements, etc.)? Please note that organizations with membership restrictions based on grade point average and service requirements may not be eligible for funding from the Student Government Association. Is your membership limited to undergraduate students, graduate students or undergraduate and graduate students? Graduate and part-time undergraduate students may become associate members of the organization, but cannot be included in the required amount for an organization to receive or maintain recognition. In addition, faculty and staff may not be included as members as they do not pay the student activities fee.*

Section 2: **Membership Requirements & Responsibilities:**

An annual membership fee of $ is due *(day/month)* to the Treasurer.

Members who are current on their dues payment shall be classified as “active” members.Members who are not current on their dues payment shall be classified as “inactive” members.

*This is where you will explain what an active and inactive member looks like. Are there any restrictions on maintaining membership (this can be different then joining the organization) to remain in good standing/an active member? You may want to include grade point average requirements, paying a membership fee, community service requirements, amount of attendance at programs and meetings, and so forth. This article describes the responsibilities that each person in the organization must fulfill as a member. Explain that active members have the rights and privileges to attend events, use the organization’s name, vote, run for office, and other privileges that you may think of. Ensure that you explain that inactive members do not have these rights.*

*Section 3:*  ***Membership Fees (if there is no fee, you still need to put $0 in the constitution).***

**Article V: Officers**

Section 1: The Executive Board shall be the President, Vice President, Secretary, and Treasurer (*you may add more officers here as your organizational structure will require or allow*).

Section 2: The term of office for the Executive Board shall be from *(month) to*  *(month)*. The Executive Board will take office in \_\_\_\_\_\_\_\_ *(what semester?)*.

*Remember someone still needs to in charge of the summer*. *You may also want to put in a time for shadowing positions. Elections should occur prior to the recognition forms, which are typically due 2-3 weeks before finals week.*

Section 3: Executive Board members must be in good academic and disciplinary standing with Widener University.

Section 4: The Advisor shall be a non-voting member.

**Article VI: Meeting Procedure**

*How will you run your meetings? Will you use Robert’s Rules of Order? In this section establish a framework for how you will conduct business during your formal and informal meetings. Having an organized meeting procedure will help your meetings run more smoothly and efficiently.*

Section 1: The regular meetings of the voting membership shall be held every (insert day and time).

Section 2: Special meetings of the organization may be called by the President, or upon the requests of (percentage) of members of the organization.

Section 3: A quorum for the conduct of official business shall be defined as (percentage) of the voting membership.

Section 4: *Include a meeting agenda (if applicable)*

**Article VII: Supremacy Clause**

The \_\_\_\_\_\_\_\_\_\_\_\_\_ organization agrees to follow all Louisiana State University at Eunice, State, and Federal laws and policies.

*By having a supremacy clause, your student organization agrees to follow all Louisiana State University at Eunice, State, and Federal laws and policies.*

**Article VIII: Anti‐Hazing Statement**

The \_\_\_\_\_\_\_\_\_\_\_\_\_ organization complies and adheres to all Anti-Hazing State and Federal laws as well as University policies. Members of the organization understand that any individual or organization found responsible for hazing will be subject to disciplinary action, which may result in probation, suspension, or revocation of recognition.

**Article IX: Amendments & Ratifications**

Section 1: The constitution and bylaws will be reviewed (annually/every two year). Amendments to this Constitution and bylaws may be proposed by either the officers or voting members of this organization.

Section 2: The following process must occur for any amendments to this constitution. *You should state that* consent by two-thirds (2/3) of the voting members shall be necessary to approve amendments to the Constitution or bylaws.

*How are amendments to be proposed and by whom? Should there be a delay before voting on amendments? How are amendments to be voted upon? Who is eligible to vote?*