

# **\*Sample Constitution\***

## **Constitution of the *(Name of Your Group)* of Middle Tennessee State University**

### **Article I**

The name of this organization/club/fraternity shall be *(Name of Your Group)*.

- *Registered student organizations may use the name of the institution following the name of the organization only. (i.e., Student Organization Club of MTSU.)*

### **Article II**

The purpose of the *(Name of Your Group)* shall be \_\_\_\_\_.

- *A concise statement of the purpose for the organization's existence, i.e... The purpose of the Student Organization Club of MTSU shall be to promote interest in student organizations and to conduct or sponsor activities for members to learn about and enjoy student organization life.*

### **Article III**

Membership shall be limited to currently enrolled MTSU students, faculty, and/or staff members.

Membership shall not be denied to any person on the basis of race, color, ethnic or national origin, sex, disability, age, religion, veteran status, sexual orientation or gender identity, provided that social fraternities and sororities may have sex restricted membership.

- A. Social fraternities and sororities may have sex restricted membership.
- B. Pursuant to T.C.A. § 49-7-156(b), a religious student organization may determine that the organization's religious mission requires that only persons professing the faith of the group and comporting themselves in conformity with it qualify to serve as members or leaders of the group.
  - *Any additional qualifications should also be listed, i.e. minimum grade point average, method of election, selection, or application, etc. Membership may also include spouses of students, faculty, or staff. Only professional organizations may include members of the professional and business communities as members.*

Dues for membership in *(Name of Your Group)* shall be \$ \_\_\_\_\_ payable each semester/month/year.

- *If your group will not assess dues, this section may be deleted or may state, No dues*

*or other payment will be assessed or required of members. We recommend that if dues are assessed, that the organization require two (2) signatures to disburse funds and cash checks.*

The officers of the *(Name of Your Group)* shall be President, Vice President, Secretary, and Treasurer (include additional officer positions).

- *Do not list the individual names of the officers, but the titles.*

The duties of the officers shall be as follows:

- President: *(Describe Duties)*
- Vice President: *(Describe Duties)*
- Secretary: *(Describe Duties)*
- Treasurer: *(Describe Duties)*
- Additional Officers: *(Describe Duties)*

The term of office for each officer shall be: *(state how long an officer will serve).*

- *We recommend that officer term limits run for one academic year beginning in either the spring or fall semester.*

Elections of officers will be by simple majority of members present and will be conducted *(state when elections will be held)*. Newly elected officers will begin serving *(immediately upon election/state other date)*.

- *The specific officers will vary among different organizations according to its needs. Complex organizational structures with many officers are generally not necessary. It is important, however, to have a basic structure that will ensure efficient and orderly conduct of business. Any special qualifications for holding office should be described. Similarly, duties of officers need not be described in minutiae. The basic duties of each office should be delineated enough detail so that the purposes of the organization may be realized. Board of Regents policy requires that each organization designate an officer who will be responsible for the collection and disbursement of funds and the maintenance of books and records.*

## **Article VI**

Meetings of the *(Name of Your Group)* shall be held *(specify frequency and time of meeting or as required for the efficient conduct of business)*.

Meetings will be conducted in accordance with Robert's Rules of Order.

## **Article VII**

The Constitution may be amended by a 2/3 vote of the members present, the proposed amendment having been distributed to the general membership prior to the meeting.

- *A method such as presented above is recommended to change the constitution. All*

*members should have notice of the proposed amendment prior to the meeting and it is further recommended that any proposed amendment be submitted in writing.*

### **Article VIII**

In the event the organization dissolves, the distribution of funds and assets will be given to \_\_\_\_\_.

- Examples of how funds could be distributed include, but are not limited to, donating to a non-profit, left to another organization, or deposited back into the general Student Activity Fee fund.