

Template for Student Club or Organization Constitution

 *This sample constitution is provided for use as a guideline only. If you like this format, you may use this document as a template. Simply delete this introductory paragraph, put your club or organization’s name at the top, and fill in the sections with information relevant to your club or organization. Your club or organization’s actual constitution may be expanded or abbreviated but must include the following asterisked (\*) sections below in order to be considered for registration as a student club or organization.*

**\*- Components marked with an asterisk are required for student club and organization constitutions. Constitutions submitted without these components will not be approved.**

**(Club Name)**

**Constitution**

**(Date Adopted and/or Revised)**

**Article I – Name**

**\* Section 1 –** The name of this club or organization shall be [Insert the formal name by which the student club or organization shall be officially known.]

**Article II – Purpose/Mission Statement**

**\* Section 1 –** The purpose of this club or organization shall be to [Insert the club or organization’s defined purpose (to promote, to organize, to educate, etc.) and if available, its mission statement.]

**\* Section 2** – [Name of Club or Organization] shall abide by [include all school polices and procedures]

**Article III – Affiliations**

**\* Section 1 –** [Identify any local, regional, national, or international groups with which the student club or organization is affiliated. This section may be removed if the club or organization is not affiliated with an entity other than Paul Smith’s College.]

**Article IV – Membership**

**\* Section 1 –** Paul Smith’s College students must comprise 100% of the student club or

organization’s membership.

**\* Section 2 –** [Insert eligibility requirements, such as grade point averages, academic majors/minors, and special qualifications which may be required for eligibility that do not illegally discriminate.]

**\* Section 3 –** Membership in this club or organization is open to all meeting the above criteria, irrespective of race, creed, color, gender, class, age, nation of origin, nationality, disability, marital status, religion, veteran status, or sexual orientation.

**Article V – Officers/Executive Board**

**\* Section 1 –** The officers of this club or organization shall be: [Insert the number of officers, their titles, and their duties. Officers may be full-time, matriculated Paul Smith’s College’s students. An club or organization must identify at least one presiding officer and one financial officer.]

**\* Section 2 –** [Insert qualifications for each office, if any. For example, “Members must have been a member of the club or organization for at least one calendar year to be eligible to run for election as president.”] All officers MUST have a minimum GPA of 2.25 to be an officer.

**\* Section 3 –** [Insert the term length of each position. Being specific may be helpful, like “…one year from October 1 to September 30.” Be careful to include provisions for holding elections before an officer’s term expires.]

**\* Section 4 –** [Insert provisions for removing an officer, in the event it is necessary.]

**\* Section 5 –** [Insert whether reports from officers to the membership will be required. If the club or organization decides they are required, how often will they be made? How will they be made available?]

**Article VI – Elections**

**Section 1 –** Election of officers shall be held [Insert the month of elections and specify which member of the club or organization will oversee them. Who will announce elections? The candidates? The results? A provision should be made that specifies how far in advance election meetings will be announced.]

**Section 2 –** [Insert procedures for filling vacancies in positions.]

**Section 3 –** [Insert procedures for voting in elections. Some club or organizations make provisions for a secret ballot, for example, whereas some feel a vote by a show of hands is best. What percentage of those voting shall constitute a candidate’s election? Consider procedures for election proceedings in which no candidate has won.]

**Article VII – Meetings**

**\* Section 1 –** Regular meetings of this club or organization shall be held [Specify the frequency of meetings. Determine who has the authority to call a meeting and who has the responsibility of notifying members of meetings and how it should be done. For example, “The secretary shall notify members of the business meeting, via e-mail, no later than five business days in advance of the meeting.”]

**\* Section 2 –** Quorum shall consist of [insert the number or percentage of ] voting members. [A quorum is defined as the number or percentage of the total membership that must be present at a meeting in order to conduct the business of the club or organization.]

**\* Section 3 –** The [specify edition] edition of Robert’s Rules of Order [or Sturgis Standard Code of Parliamentary Procedure] shall govern meetings of this club or organization within the requirements of this constitution and bylaws adopted by the membership of this club or organization.[Student club or organizations are not required to follow these procedure standards, but if the club or organization decides to do so, it should be articulated in the constitution.]

**Article VIII– Advisors**

**\*Section 1 –** There shall be at least one full time Paul Smith’s College faculty or staff advisor who shall serve as an advisor to the club or organization.

**Section 2 –** [Insert a description of how the advisor will be selected].

**Section 3 –** [Insert a description of the duties or responsibilities of the advisor. This description must be congruent with the guidelines established by the Office of Student Activities in the *Student Club and Organization Handbook*. In situations in which the role of the advisor prescribed in a student club or organization’s constitution is different, policies established by the Office of Student Activities supersede them.]

**Article IX – Committees**

**Section 1 –** [Insert a description of standing committees, their function, financing, powers, etc.]

**Section 2 –** [Describe the selection of committee members. For example, “Members of the marketing committee shall be appointed by the President, with a majority vote of approval by the general membership.”]

**Article X – Finances (if applicable)**

**Section 1 –** Members shall pay dues in the amount of [Insert a dollar amount, the schedule for which they are assessed, and the individual responsible for collecting and processing dues.]

**Section 2 –** [Insert a description of accounting procedures, how funds are allocated, how accounts are maintained, etc.]

**Article XI – Constitutional Amendments**

**\* Section 1 –** This constitution may be amended by a vote of [Insert the number or proportion of the membership required to amend the constitutions. What is the process by which revisions may be proposed? How far in advance must proposals be distributed to the membership? Are changes effective immediately upon their passage? May this take place at any meeting, or may changes only be proposed and passed at an official business meeting? Every time the club or organization’s constitution is amended, a revised copy must be e-mailed to the Office of Student Activities at jsusice@paulsmiths.edu]

**Article XII – Bylaws**

**Section 1 –** [Some club or organizations may find it necessary to implement policies other than the primary guiding rules described in a constitution. As the constitution, in many ways, is the backbone of the club or organization, it may not be appropriate to include secondary policies in this document.]

**\*Article XIII- Hazing**

No club or organization shall engage in hazing or hazing-type behavior, whether required as a condition for membership, expected as part of a group tradition, or carried out as a spontaneous action. Hazing is defined as: any activity or situation that recklessly or intentionally endangers the physical or mental health of anyone, this involves, but is not limited to the forced or coerced ingestion of alcohol or any other substance or drug, or that interferes with anyone’s academic obligations. New York State law prohibits hazing. Any student who feels he or she has been subjected to hazing is encouraged to bring the matter to the attention of a member of the Campus Safety and/or Campus Life Staff.

College sponsored clubs, and/or organizations, found “Responsible” – via the college’s internal judicial process - for hazing and/or hazing-type behavior (as defined below) may be placed within a period of “Probation”, “Suspension”, or permanently “Dissolved” as a college club and/or organization.

**Definition of Hazing:***The College defines hazing as any action taken or situation created, whether on or off College premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule for the purposes of initiation into, affiliation with, admission to, or as a condition for continued membership in, a group, team, club, or other organization.*

**\*Article XIV- Clery/Title 9**

“Every institution shall require that each student leader and officer of student organizations recognized by or registered with the institution, as well as those seeking recognition by the institution, complete training on domestic violence, dating violence, stalking, or sexual assault prevention prior to receiving recognition or registration.”

“All club leaders, while acting in their role, are designated as responsible employees under Title IX of the Education Amendments Act of 1972 and as Campus Security Authorities under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Any violation of the Student Code of Conduct or NYS law that a leader or advisor becomes aware of or is disclosed to, must be reported to either Campus Safety at 518-327-6300 or the Title IX Coordinator at 518-327-6451, immediately. Failure to report can result in legal action against the college, and removal from your position.”

**This template is to serve as a guide!**