

SAMPLE CONSTITUTION

Please note this is a sample constitution provided to assist a group in formulating their own constitution. Do not fill in the blanks and turn in this as a completed constitution. Always refer to ETSU policies and Tennessee Board of Regents Policies when creating your constitution.

Name

Article I

Section (1) The name of the organization shall be _____

Note: TBR 3.6—No person, group or organization may use the name of the institution or school in any manner, provided that registered student organizations may use the name of the institution or school following the name of the organization. No person, group or organization may use the seal or any symbol of the institution or school without the prior written approval of the president of the institution or the director of the school, or his or her designee.

Purpose

Article II

The purpose(s) of this organization shall be to: _____

Membership

Article III

Section (1) Membership in this organization shall be open to _____

Section (2) Membership shall be for (length of time) _____

Section (3) Any current member who pays his/her dues shall be considered in good standing.

Section (4) Member responsibilities are, but not limited to, _____

Section (5) This organization shall not discriminate on the basis of age, race, color, religion, gender, national origin, ancestry, disability, veteran's status, sexual orientation, or political affiliation.

Removal of Members

Article IV

Section (1) Grounds for removal of any member are: *(Be Specific)* _____

Dues

Article V (only include local if there is no national organization)

Section (1) The local dues of _____ organization is set at _____ per _____.

Section (2) The national dues are set at _____ per _____.

Section (3) In the case of organizational dissolution, the organizational funds will _____

Note TBR 4:7—The organization must provide for the distribution of all funds and assets in the event of dissolution.

Two formats have been provided for Articles V and VI according to your organization's structure. PLEASE CHOOSE EITHER VERSION A OR B!

OFFICERS

Version A

Article VI (A)

Section (1) The officer/leaders of this organization shall consist of a: (check all that apply)

| | |
|--------------------|---------------------|
| president | treasurer |
| vice-president | secretary/treasurer |
| secretary | historian |
| corresponding sec. | parliamentarian |
| other _____ | |

(Be sure to include your advisor)

Section (2) Nominations will be held during the _____ meeting of the _____ semester. Nominations procedures shall be _____. *(be specific)*

Section (3) The election of these officers shall be held during the _____ meeting of the _____ semester. At least _____ of the membership must be present. Officers will be chosen by *(simple majority or a certain percentage-indicate the exact percentage)*.

The election process will be determined by _____

(for example: secret ballot, show of hands)

Section (4) The term of office shall be for _____. *(If an officer can be elected to more than one term, please state that here.)*

Section (5) An officer may be removed from office by a _____ vote of the members for
not _____

(Be Specific)

Section (6) Should an office become vacant in mid-term a new officer shall be
(elected or appointed how)

_____.

Section (6) Requirements to be an officer include being a registered student, in
good academic standing, at ETSU for the entire term of office and
(grade point average, length of membership, class standing, etc)

_____.

Section (7) An advisor will be elected/appointed by _____
for _____ (length of term).

LEADERSHIP

Version B

Article VI (B)

Section (1) The leadership of this organization shall consist of a
_____ etc....

Choose one:

steering committee leadership board
supervisory council other _____
consisting of _____ members

Section (2) The election or selection of the leadership shall be held during the
_____ meeting of the _____ semester.

Section (3) The term of office for leadership positions shall be for
_____. Leaders may be reelected for _____ terms.

Section (4) A leader may be removed from office by a _____ vote of the
members for not _____. (Be Specific)

Section (5) Should a leadership position become vacant in mid-term, a new
leader shall be (elected or appointed, outline
how) _____ etc.

Section (6) Requirements to be a leader include being a registered student, in
good academic standing, at ETSU for the entire term of the
position and (grades, length of membership, class standing, etc.)

Section (7) An advisor will be elected/appointed by _____ for
_____ (length of term).

DUTIES OF OFFICERS

Version A

Article VII (A)

- Section (1) The president/chairperson shall serve as head of the organization and be responsible for
_____. The president shall preside over all scheduled meetings and be responsible for calling such meetings.
- Section (2) The vice president shall serve in absence of the president, and shall chair the _____ committee. (S)he shall perform such duties as assigned by the president.
- Section (3) The secretary should check role at each meeting, shall be responsible for the minutes of all meetings and all correspondence of the organization.
- Section (4) The treasurer shall be responsible for collecting dues. (S)he shall deposit all funds in the organization's account--requiring _____ signatures (the treasurer and _____)--before any expenditures can be made.
- Section (5) The historian

- Section (6) The corresponding secretary

- Section (7) The parliamentarian

- Section (8) Organization Advisor

DUTIES OF LEADERSHIP

Version B

Article VII (B)

Please list each leadership position by position name, and outline the duties for each position. Also note any duties that may be defaulted to another person or group for certain circumstances. Each position should be preceded by a section number (ie, section 1, chairperson, section 2 co-chairperson, etc.). For format references, look at the other example of Article VII on the next page. Make sure to include your advisor's position.

ORGANIZATION MEETINGS

Article VIII

- Section (1) There shall be a minimum of _____ meetings per _____ during the spring and fall semesters. Additional meetings may be called as necessary by the president.
- Section (2) The business of these meetings shall be conducted in accordance with Robert's Rules of Order.
- Section (3) This organization is subject to the policies and procedures of ETSU and the Tennessee Board of Regents.
- Section (4) A quorum for conducting business shall be considered to be _____ % of the members of the organization.
- Section (4) The faculty advisor should attend _____ meetings of this organization. *If you have not defined the job of the Advisor, this needs to be addressed at this time, if not in Duties of Officers/Leadership.*
- Section (5) All general meetings shall be open to _____

_____.

AMENDMENTS

Article IX

- Section (1) This constitution may be amended during any regular meeting by any member submitting a proposal change and being passed by a _____ majority vote.
