

Constitution Template

I. Name of Organization

II. Statement of Purpose

- a. Clearly state the purpose of the organization, along with the desired future events & activities.
The purpose of the organization must be consistent with the mission of the College.

III. Membership

- a. All members belonging to the organization named _____ agree to uphold in the conduct of our affairs all regulations of the College and the State University of New York.
- b. Membership in _____ shall be open to all currently registered students at SUNY Geneseo.
- c. Associate Members - College staff and faculty, alumni and non-College persons may have associate membership status. However, they may not have voting privileges, hold office, or pay dues. Associate Members are responsible for any and all costs occurred due to their participation and involvement, and mandatory Student Activity funds and College and State funds allocated to recognized student organizations cannot be used by Associate Members to support their involvement in organization activities, with the exception of the organization advisor or faculty or staff members designated by the Director of College Union and Activities to assist organizations with their programs. Associate Members are expected to adhere to the College Visitors Policy.
- d. All members agree that any involvement in an organization sponsored activity is voluntary. All members must affirm that _____'s executive board, advisor, and the college itself are not liable for any injury that may incur during any organization activity.
- e. _____ does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation.
- f. Membership Eligibility requirements: *Requirements cannot be based on illegal discrimination. Acceptable eligibility requirements include, but not limited to:*
 - 1) Interest in a Subject, Special qualifications, Completion of training, Attending practices, Paying dues
- g. Hazing is defined as any action taken or situation created, intentionally, whether on or off private premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. It is illegal in New York State in connection with initiations or at any other time. Organizations responsible for incidents of hazing may lose College recognition and be excluded from the campus. There will be no hazing involved in the recruitment or maintenance process of membership.
- h. Voting privileges shall be granted to currently registered students at SUNY Geneseo: *(Requirements for voting privileges may be used for eligibility but cannot be based on illegal discrimination.)*
- i. The responsibilities of all members shall include
Acceptable responsibilities include, but not limited to: Attendance, participation, payment of dues, no probation or suspension, etc.
- j. Dues: *Will there be dues? How will they be determined? What will be the procedure to collect dues? If someone wants to join half-way through the semester, will the dues be less for that person?*

IV. Officers

- a. Titles of officers
- b. Qualifications
- c. Duties
- d. Procedures for removal/impeachment from office: *How is this determined, who will be notified, how will voting occur?* If someone is not fulfilling duties they may be impeached. Advisor must oversee all impeachment proceedings.
- e. Procedures for filling a vacancy: *How is this determined, who will be notified, how will voting occur?*

- V. Elections
 - a. Who is eligible to run: Only full-time, fee paying students may serve as officers.
 - b. How nominations will be made
 - c. When elections will be held
 - d. How elections will run (voting)
- VI. Advisor
 - a. How advisor will be chosen
 - b. Qualifications
 - c. Expectations of the advisor: attending meetings? Reading minutes? Coming to events?
Advisor has no voting rights but has veto power for events or activities that directly violate College policy.
 - d. Procedures for changing advisors: *How will this be determined and how will voting occur?*
- VII. Meetings
 - a. When, how frequent, and where will meetings will take place (based on space availability)
 - b. Method of informing members of meetings must be clearly stated.
 - c. How many members necessary to conduct business
- VIII. Finances
 - a. Who is responsible for handling the budget
 - b. Where are the funds deposited (SA funded account (if applicable), SA *Non-funded* account, Bank, or Credit Union)
 - c. How funds will be administered
- IX. Committees (if applicable)
 - a. Procedure of appointment
 - b. What committees will be part of the organization
 - c. Committee responsibilities
- X. Affiliation Clause (if applicable)
 - a. If the organization is affiliated with a local, regional, or national organization, the constitution must clearly read, "When in conflict, SUNY Geneseo policy will supersede the policies of _____."
 - b. Briefly describe the affiliation.
- XI. Liability
 - a. Before each event requiring student transportation:
 - 1. A travel form must be filled out online prior to travel
 - 2. Drivers and Passengers must sign and submit "Student Participant Travel Waivers"
 - i. These form must be submitted to the department of College Union & Activities prior to travel.
 - b. (If applicable) At the beginning of each academic year, or upon joining _____organization, members must sign a liability waiver and return it to the Coordinator of Student Organizations and Campus Activities.
- XII. Amendments
 - a. How the constitution can be amended
 - b. How many votes of the active membership are needed to pass the amendment
- XIII. Ratification
 - a. How the new constitution (as it presently reads) will go into effect
 - b. Updated constitution must be submitted to the Department of College Union & Activities