

# Student Organization Constitution

## 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.
- b. 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 Student Life 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, gender identity/expression, 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, Paying dues

g. Hazing means any act, explicit or implicit, committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization or team *and* which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student, regardless of the person's willingness to participate. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

(Approved by College Council Feb. 17, 2012)

Organizations responsible for incidents of hazing may lose College registration 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: If an officer of \_\_\_\_\_ is thought to not be fulfilling their duties as described in the constitution any member of the club may bring it to the attention of the other officers. The officer being considered for impeachment must be notified and given the

opportunity to defend their position to the club. If 2/3 of the members vote in favor of impeachment, then the officer will be removed. The 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 (fall or spring semester?)

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 and Travel

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 Organization Request for Travel Form"

i. These form must be submitted to the Department of Student Life prior to travel.

b. (only use If applicable) At the beginning of each academic year, or upon joining \_\_\_\_\_ organization, members must sign a liability waiver and return it to the Department of Student Life.

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 Student Life

