



# SOUTHERN MISS OFFICE OF STUDENT ACTIVITIES

## OUTLINE OF SAMPLE CONSTITUTION

### PREAMBLE (i.e. Statement of Purpose)

We, the members of (name of organization) at Southern Miss, hereby associate ourselves to (statement of purpose, activity, etc.).

### ARTICLE I. NAME

The name of this organization shall be \_\_\_\_\_:

### ARTICLE II. MEMBERSHIP

Section 1: The membership of this organization shall be open to . . . *(specify requirements; usually include "full-time and/or part-time enrolled students, graduate students" or "GPA requirements")* as regular members and *(faculty/staff/non-students if appropriate)* as associate members.

Section 2: A quorum of membership for voting purposes shall be reached when \_\_\_\_\_ of the regular members are present. *(A quorum is the minimum number of members of a deliberative assembly necessary to conduct the business of that group.)*

Section 3: Members who have attended meetings regularly and have paid their dues will be in good standing. *(Define what good standing means for your organization. Most say good standing is minimum 2.0 GPA.)*

Section 4: Only student members in good standing may vote.

### **ARTICLE III. QUALIFICATIONS OF OFFICERS**

Section 1: Members must be student in good standing to run for office.

Section 2: Student must be a members of the organization for one year before running for office.

### **ARTICLE IV. ELECTION OF OFFICERS**

Elections shall be held on the *(time of year, whether once a year, at opening of each semester, etc.)* Voting shall be by secret ballot; a plurality vote shall constitute the choice. *(The plurality voting system is a single-winner voting system often used to elect executive officers or to elect members of a legislative assembly which is based on single-member constituencies.)*

Section 1: The term of office shall be \_\_\_\_\_.

Section 2: Nominations shall take place (day of election, preceding week, etc.)

Section 3: Votes shall be counted by \_\_\_\_\_.

Section 4: Installation of new officers shall take place \_\_\_\_\_.

### **ARTICLE V. OFFICERS AND DUTIES**

The officers of the organization shall be: The President, the Vice President, the Treasurer, the Secretary, and . . . *(any other desired)*. Their duties shall be *(set forth below)*:

Section 1: The duties of the President shall be to preside at all meetings of the organization, enforce the constitution, decide questions of order, appoint committee heads, facilitate all special meetings, and . . .

Section 2: The duties of the Vice President shall be to preside at all meetings in the absence of the President, be ex-officio member of all committees, and . . .

Section 3: The duties of the Treasurer shall be to collect dues, keep books, make expenditures and render regular reports upon request. He/she shall also . . .

Section 4: The duties of the Secretary shall be to keep records of the meetings, maintain the membership roster, take role, handle correspondence, and . . .

Section 5: Duties of any other officers...

## **ARTICLE VI. COMMITTEES**

*(Optional -- some groups specify)*

## **ARTICLE VII. FACULTY/STAFF ADVISOR**

This group shall have a regular faculty/staff advisor who will attend meetings and advise the organization. The faculty/staff advisor shall be *(appointed by the department or elected by the membership- this statement must be in the constitution)*.

## **ARTICLE VIII. MEETINGS AND DUES**

Section 1. Meetings shall be held regularly at a time to be specified by the organization at the opening meeting of each semester.

Section 2: The amount of dues will be voted on by the membership at the first meeting of each semester. *(or specify specific amount of dues).*

Section 3: Dues shall be collected from each regular member \_\_\_\_\_. *(specify how often to collect dues. i.e. once a year, per semester, etc.)*

## **ARTICLE IX. ROBERTS RULES OF ORDER**

Roberts Rules of Order shall be used as a guide by the presiding officer in all situations not covered by provisions of the constitution.

## **ARTICLE X. NON-DISCRIMINATION CLAUSE**

*(THIS MUST BE ADDED TO YOUR CONSTITUTION)*

\_\_\_\_\_ (name of organization) at The University of Southern Mississippi does not restrict membership on the basis of sex, race, religion, color or national origin.

Note: A student organization whose primary purpose is religious will not be denied registration as a registered student organization on the ground that it limits membership or leadership positions to students who share the religious beliefs of the organization. The University has determined that this accommodation of religious belief does not violate its nondiscrimination policy. *(to be included only if group's purpose is religious in nature)*

## **ARTICLE XI. AMENDMENTS**

Amendments to this constitution shall be submitted to the President in writing for submission for the members to vote. A \_\_\_\_\_ vote shall suffice for adoption thereof, subject to final approval by the Student/Faculty Committee on Student Organizations. (Note: The basic framework of any organization, requirements for membership, etc., may be altered only by approval of the

Student/Faculty Committee on Student Organizations. The proposed amendment (s) must be submitted in triplicate, with signatures of officers and members appended).