

A sample constitution is provided as a guide to developing constitutions for student organizations at Kent State University. Organizers of new groups are encouraged to adapt this style to the unique needs and purposes of their organizations. All points covered in this sample should be included in the new constitution. Submit the new constitution with all registration materials to the Center for Student Involvement for review and approval. Once approved, the Center for Student Involvement will notify the group of their status as a registered student organization.

Sample Constitution

# Organization Name: Revision Date:

# ARTICLE I: Name

The name of this organization shall be the [state name of organization] at Kent State University (hereinafter referred to as [the “organization,” the “club,” the “association,” etc.]).

# ARTICLE II: Purpose

## Section 1:

The purpose of the [organization, club, association, etc.] shall be [state purpose].

## Section 2:

The [organization, club, association, etc.] shall coordinate and promote activities, programs and fund-raising events which are of support to the goals of the organization.

# ARTICLE III: Membership

## Section 1:

Membership in the [organization, club, association, etc.] at Kent State University shall be open to any and all students, faculty, and staff at Kent State University. Active membership shall be determined by [include specific criteria]. Once a student graduates or ceases to be a student at the University, his/her active membership in the [organization, club, association, etc.] shall cease.

## Section 2:

An affiliate member is one who is taking less than three hours of University course work or one who is not currently enrolled. Such members may not outnumber student members, hold office, vote for officers, or vote on the expenditure of money. They may not schedule university facilities or services on behalf of the organization. Such members are expected to know, understand, and abide by all university rules and regulations.

## Section 3:

Any member may be removed from membership for violation of the purposes of the organization by a two-thirds vote of the active membership. All members must be notified of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Executive Committee who will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership. Voting for removal from membership is to be done by secret ballot within [state time lapse] of the meeting. Only active members may vote. The member in question must be notified immediately of the outcome of the vote.

## Section 4:

It shall be stated as part of the policy of the [organization, club, association, etc.] at Kent State University that there shall be no form or type of discrimination in the [organization, club, association, etc.], whether it be due to one’s race, color, religion, gender, sexual orientation, national origin, ancestry, age, handicap, or veteran’s status.

## Section 5:

With active membership in the [organization, club, association, etc.] comes full floor and voting privileges on any and all items of [organization, club, association, etc.] business, including resolutions, items of legislation, bylaws, and elections.

# ARTICLE IV: Officers

## Section 1:

The officers shall consist of a [example: president, vice president, secretary, treasurer, and historian]. The officers shall be responsible for all administrative duties of the [organization, club, association, etc.].

## Section 2:

The [example: president] shall have the power to establish and maintain operation procedures of the [organization, club, association, etc.], call meetings, and answer for all actions of the other officers. The [example: president] shall be able to vote in all decisions affecting the [organization, club, association, etc.]. [List other additional responsibilities.]

## Section 3:

The [example: vice president] shall assist the [example: president] with all administrative duties and assume those duties in the absence of the [example: president]. [List other additional responsibilities.]

## Section 4:

The [example: secretary] shall keep accurate and detailed records of all meetings and affairs, send/transmit all official [organization, club, association, etc.] correspondence, and coordinate preparation and distribution of [organization, club, association, etc.] flyers, handouts, and publications. [List other additional responsibilities.]

## Section 5:

The [example: treasurer] shall receive and distribute [organization, club, association, etc.] funds upon the authorization of the [example: president], in accordance with the financial rules and regulations of the University and the laws of the State of Ohio, and make financial reports at all Executive Committee meetings, and at the regular meetings of the [organization, club, association, etc.], and coordinate all fund-raising activities.

## Section 6:

The [example: historian] shall be responsible for keeping historical records of the [organization, club, association, etc.] activities, events, fund-raisers, etc. to assist the group in maintaining its purpose and direction.

## Section 7:

The elected officers shall form the Executive Committee

## Section 8:

All elected officers must meet all requirements for holding office as stated in the University Policy Register.

# ARTICLE V: Elections

## Section 1:

The [list officers] shall be elected by the active members of the [organization, club, association, etc.] to serve a term of one year. Annual elections shall be held [state time frame — example: the third week of the spring semester]. The officers shall be elected by means of a secret ballot. The term of office for all officers shall begin on the first day of [example: the sixth week of the Spring Semester] and end on the same day the following year.

## Section 2:

Nominations of candidates for [organization, club, association, etc.] officer positions shall be [identify process of nomination — example: from the floor of the meeting] by a(n) [organization, club, association, etc.] active member. Nominees for officer positions must be [organization, club, association, etc.] active members for [duration may be added].

## Section 3:

Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of those [organization, club, association, etc.] active members present, provided quorum is met. Affiliate members are ineligible to vote for officers.

## Section 4:

The order of succession shall be: (1) [example: president], (2) [example: vice president], (3) [example: secretary], (4) [example: treasurer], (5) [example: historian].

## Section 5:

Vacancies occurring in any of the elected offices shall be officially filled at the next regular [organization, club, association, etc.] meeting following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed to a vacant office, then an election shall be held to fill the vacant office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as the normal procedure for elections.

# ARTICLE VI: Appointments

## Section 1:

The [example: president] shall appoint, with the approval of the Executive Committee, such positions as may contribute to the successful operation of the [organization, club, association, etc.]. Examples include, but are not limited to, program chair, fund-raising chair, etc.

# ARTICLE VII: Removal From Office

## Section 1:

Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the active membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur for failure to carry out the responsibilities of that office, for actions which violate the purposes of the organization, or for actions which violate University Rules and Regulations. Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership. Voting for removal from office is done by secret ballot. Only active members may participate in this vote, affiliate members are ineligible to vote.

# ARTICLE VIII: Meeting

## Section 1:

General membership meetings shall be held [state how often], with additional meetings called by the [example: president] as needed. Notice of additional meetings must be given to all members in the timeliest manner possible but not less than one week. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new [example: president].

## Section 2:

The Executive Committee shall meet when called by the [example: president].

## Section 3:

Official notice of the meeting at which the election of [organization, club, association, etc.] officers will take place must be provided to all [organization, club, association, etc.] members not less than two weeks prior to such meeting.

## Section 4:

Quorum shall be defined as [example: fifty percent plus one of the total] of the [organization, club, association, etc.] active membership.

# ARTICLE IX: Funding

## Section 1:

Dues shall be charged for membership in the [organization, club, association, etc.]. The amount of dues charged for each year/semester will be determined at the first meeting of the Fall Semester. Semester memberships will expire on the first day of the next semester. Yearly memberships will expire on the last day of the second semester (including summer) after the semester in which dues are paid. Membership dues can be paid during any semester and will be collected by the treasurer. Students who do not pay their membership dues will lose their privileges of membership, including voting rights. [If dues are not to be collected, delete this section.]

## Section 2:

The [organization, club, association, etc.] will, as it deems necessary, undertake fund-raisers for its own purposes. All fund-raising shall be conducted in accordance with University policies and procedures.

# ARTICLE X: Amendments

## Section 1:

Amendments to this constitution shall be adopted by a two-thirds vote of the active members present at two consecutive meetings at which the amendment has been read.

## Section 2:

Once approved by the active membership, amendments shall be submitted to the Center for Student Involvement of Kent State University.

# ARTICLE XI: Jurisdiction

## Section 1:

The [organization, club, association, etc.] is subject, as a registered student organization, to the rules, regulations, and policies of Kent State University and the laws of the State of Ohio. The rules, regulations, and policies of Kent State University shall hold precedence over any and all rules, regulations, and policies applying to the [organization, club, association, etc.], including those of national organizations with which the [organization, club, association, etc.] is associated.

## Section 2:

As part of its commitment to promoting a safe and healthy campus environment for the university community and cultivating a culture that fosters respect for the dignity and rights of all its members, the university does not tolerate hazing activities by any members of the university community.