

Constitution Development Guide

This document is intended as a guide for the preparation of constitutions for student organizations. The articles and sections shown are required and must be incorporated in all student organization constitutions. **Red Text areas are for insertions, notes, or examples.**

This guide is not intended to limit the creativity of the originators or an organization; it is intended to serve as a format and assist in setting-forth the required and recommended provisions. Additional provisions may be written into the constitution as seen appropriate.

CONSTITUTION OF (Organization Name)

Preamble

Your preamble is a brief introductory statement that states the reason for having a student organization. The preamble can also be a summarized version of your mission statement or justification for the organization's existence.

Article I

Name and Affiliation

The name of this organization will be **Insert Organization Name**. It will be affiliated with Northwest Florida State College as a student organization, accepting members as outlined in Article II.

Article II

Membership

Section 1: A student member in good standing in **Insert Organization Name** must be a currently-enrolled student at least part-time with a minimum NWFSC cumulative grade-point average of 2.0.

Note: Each organization may specify a GPA higher than 2.0 if he so desires, but no less than 2.0 on a four-point scale.

Section 2: **Insert Organization Name** does not discriminate in its membership selection on the basis of age, color, creed, handicap, marital status, national origin, race, religion, or sex.

Section 3: Membership shall be obtained in **Insert Organization Name** by **Insert Membership Procedure**.

Section 4: A member whose cumulative GPA at NWFSC falls below 2.0 will be placed on inactive status and denied active membership privileges until such time as his/her cumulative GPA is raised to 2.0 or better.

Section 5: Should the cumulative GPA of **Insert Organization Name**'s total (regular) membership fall below 2.0, **Insert Organization Name** will be placed on social probation for a minimum of one semester. Should the cumulative GPA of the membership not to be raised to 2.0 or better after one semester, **Insert Organization Name** will become inactive for a minimum of one semester. Upon membership re-establishing a minimum cumulative GPA of 2.0, **Insert Organization Name** may petition Student Life for renewal of active status.

Article III

Officers and Duties

Section 1: **Insert Organization Name** will have the following officers: **List Officer Titles**

Section 2: The duties of each officer are as follows:

Example:

The President shall preside over all meetings and give leadership to the observance of all organizational processes and interests of the “_”. The President shall be elected by majority vote of the members of the “_”.

The Vice-President shall preside over the meetings in the absence of the President. The Vice-President shall be elected by the majority vote of the “_”. The Vice-President shall have full voice and vote in all matters of the “_”.

The Secretary shall keep accurate minutes of all proceedings of the organization. At the outset of every meeting, the Secretary shall present the minutes of the previous meeting and alter minutes as moved and voted on by members. The Secretary is elected by majority vote of the “_” members. The Secretary shall have full voice and vote in all matters pertaining to the “_”.

The Treasurer shall keep records of all finances and report the financial status of the “_” at every meeting. The Treasurer shall collect and hold monies procured for the use of “_” events and functions. The Treasurer is elected by majority vote of the “_” members and shall have full voice and vote in all matters pertaining to “_”.

Article IV

Advisor

Section 1: A Faculty Advisor will be selected by a majority vote of the members on roll for nomination to Student Life for approval.

Section 2: The advisor must be a member of the College faculty or staff whose appointment to serve as advisor is jointly approved through Student Life.

Section 3: The advisor will serve in an advisory capacity to **Insert Organization Name**, and he/she or his/her designated faculty representative will attend all meetings and functions of **Insert Organization Name**. In addition, the advisor will keep Student Life advised of the names of all officers of **Insert Organization Name**.

Section 4: If at any time **Insert Organization Name** is without a properly designed advisor, the membership will meet only for the purpose of selecting a faculty advisor for nomination to Student Life.

Article V

Rules of Procedure

Section 1: Roberts' Rules of Order will be used as a guide for operational procedures at formal business meetings.

Section 2: A quorum will consist of a majority of the currently-enrolled members.

Section 3: All matters of question shall be decided by a majority vote of the members present at a regular or special meeting, provided a Quorum of the membership is present.

Section 4: All decisions of the membership are subject to review and approval by the advisor.

Article VI

Finances

Note: The sections of this article will explain fully the source of all organizational funds; and, if dues are to be assessed, will provide for penalties which may be levied for nonpayment.

Section 1: All funds collected, including dues, will be deposited with the NWFSC Business Office, where a custodial account will be established for **Insert Organization Name**. In the event of disbandment of **Insert Organization Name**, all funds left in the organization's account with the college will revert to the College's scholarship fund.

Section 2: The commitment of funds will be approved by the membership at a regular or called meeting. All fund requisitions for purchases and services will be signed by the designated officer and the Advisor and submitted to the NWFSC Business Office.

Article VII

Hazing

There will be no hazing of members or pledges. Hazing is defined as any action taken or situation created intentionally, whether on or off an organization's premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creating of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the Campus; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery, morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of the College.

Article VIII

Conduct of Members

Section 1: The conduct of members will be in accordance with the provisions of the Students' Rights and Responsibilities as listed in the College Catalog and any further specific requirements of the organization, which are not in conflict with College policy.

Section 2: Any member possessing or using alcoholic beverages, marijuana (cannabis), narcotics, hallucinogens, or unauthorized prescription drugs at any **Insert Organization Name** function will be subject to immediate suspension or expulsion from **Insert Organization Name**.

Article IX

Procedure for Amendments

The constitution may be amended by fulfillment of the following provisions:

1. Approval by a two-thirds affirmative vote of the regular members present at any meeting, provided notice of the proposed amendment has been duly promulgated to all members, and a quorum of the regular membership is present.
2. Favorable endorsement by the Student Senate.
3. Approval through Student Life.