

PLEASE READ: Items in **black** should not be changed or deleted. Items in **red** should be changed to fit your organization's specific needs. Do not change any formatting, bolding or italics. Your constitution should be no more than four pages once completed. **Delete this highlighted statement before submitting your finalized application.**

Constitution of **Group Name**

Article I - Organization Name

Section One: The name of this organization shall be **Organization Name (Acronym)**.

Article II - Purpose

Section One: The purpose of this organization shall be to **state your purpose here. Purpose should not be more than 2-3 sentences and should be a general overview of your group.**

Article III - Membership

Section One: Voting membership is limited to currently enrolled OSU students.

Section Two: Any **undergraduate or graduate (please pick either one, or both)** is permitted to be a member of the group.

Section Three: Membership will be non-discriminatory on the basis of race, religion, color, creed, veteran's status, national origin, sex, sexual orientation, age, marital status or disability.

Section Four: Active members that are in good standing are members who: **list what it means to be in good standing**

- A. **Attend at least ____% of organization meetings**
- B. **Attend ____ number of practices (for sports organizations)**
- C. **Perform ____ number of community service hours**
- D. **Etc.**

Section Five: A member may be removed from the organization for the following reasons by a $\frac{2}{3}$ majority vote of the voting members at any regular meeting. After removal, the member may seek readmission to the organization after **Specify a number of weeks or semesters.**

- E. **Misuse or mismanagement of organization funds**
- F. **Neglecting responsibilities**
- G. **Unlawful acts or behavior unbecoming of a member of the organization**
- H. **Add any other behavior warranting removal from this organization here.**

Article IV - Officers

Section One (Eligibility): In order to be an executive officer, members must:

- A. **Be a full-time student at Oklahoma State University, or a student taking the maximum number of hours required to graduate during the same academic year, or a student registered with Student Accessibility Services meeting the requirements for reduced academic course load.**
- B. **Have a minimum GPA of a 2.0 for undergraduates and 3.0 for graduate students.**

- C. List any other requirements for officers here (i.e. been a member for at least a year, served on a specific committee, etc.).

Section 2 (Titles and Duties of Executives):

- A. The President shall...
- List what the President will do.
 - List what the President will do.
 - List what the President will do.
- B. The Vice President shall...
- List what the Vice President will do.
 - List what the Vice President will do.
 - List what the Vice President will do.
- C. The Secretary shall...
- List what the Secretary will do.
 - List what the Secretary will do.
 - List what the Secretary will do.
- D. The Treasurer shall...
- Complete the Treasurer's Training Module online.
 - List what the Treasurer will do.
 - List what the Treasurer will do.
 - List what the Treasurer will do.
- E. Other officers/committee chairs may be established as outlined in the bylaws of this organization.

Section Three (Advisor): The Advisor of this organization shall serve to monitor and aid the organization. The Advisor must be a full time Oklahoma State University faculty or staff member. List how the Advisor will be selected (usually by a vote of the voting members) and any other requirements for the advisor here. The advisor will not have voting rights within this organization.

Section Four (Removal of Officers): An officer may be removed from their position for the following reasons by a $\frac{2}{3}$ majority vote of the voting members at any regular meeting. After removal, the officer may seek re-election Specify- in the next regular elections, or after a certain number of weeks or semesters etc.

- Misuse or mismanagement of organization funds
- Neglecting responsibilities
- Unlawful acts or behavior unbecoming of a member of the organization
- Add any other behavior warranting removal from office here.

Article V - Elections

Section One (Eligibility to Vote): Members of this organization are eligible to vote by the following:

- List what is required of members to be able to vote.
- List what is required of members to be able to vote.

Section Two (Election Process): The election process is as follows.

- Elections will be held list the election time here. Do NOT list a specific date, list a more general term, such as the fall or spring semester.
- List any other election processes and terms.

Section Three (Term of Office): Terms of office will be as follows.

- Officers will serve for list the term here (i.e. one year, six months, one academic semester).

Section Four (Filling Vacant Officer Positions): This is where you will describe how your organization will fill vacant officer position. This section should not be longer than 4-5 sentences. If more space is needed, please list "All other terms of filling vacant positions will be outlined in the bylaws".

Article VI - Quorum

Section One: Quorum for this organization shall be a simple majority (50% of voting members, plus one). If you would like to specify otherwise, be prepared to explain why.

Article VII - Bylaws

Section One: A bylaw may be passed at any regular meeting of the organization by a majority vote of those in attendance, providing a quorum is present.

Article VIII - Dues

Section One: Dues for this organization, if any, shall be collected as outlined in the bylaws.

Article IX - Compliance

Section One: At the beginning of the fall semester, the President of **name of organization** shall report the name of officers and advisors to the Department of Leadership and Campus Life and shall promptly report any changes that occur during the school year.

Section Two: **Name of Organization** will comply with all Oklahoma State University policies and regulations.

Section Three: The funds of **Name of Organization**, if any, will be deposited with the University banking services and these may be audited yearly, preferably at the time a new treasurer is installed.

Section Four: It is understood that failure to submit such materials, either through continued negligence or willful omission, may result in the suspension of the charter of this organization by the Committee on Student Organizations.

Article X - Amendments

Section One: Amendment may be made in a meeting, provided that quorum is present.

Section Two: List any other amendment requirements here.

Section Three: All changes to the constitution will be submitted to the Department of Leadership and Campus Life for approval by the Committee on Student Organizations.