



SAMPLE CONSTITUTION FOR STUDENT ORGANIZATIONS

Constitution for _____ Student Organization
DATE _____ (most recent date of amendment)

ARTICLE I: Name and Affiliations

The name of the student organization shall be _____. If the organization is affiliated with any national organization, include that here.

ARTICLE II: Purpose

The purpose of the student organization shall be to _____ (i.e. to serve as forum for to promote the growth of to foster the continued interest in to provide experiences designed to develop the skills ofto provide members with an opportunity to to serve the college community by) You may put your mission statement here.

ARTICLE III: Membership

Membership must be limited to students, faculty and staff of the College.

Student members must have a minimum 2.0 G.P.A.

List any requirement for membership (i.e. class, major, GPA if higher than 2.0)

List size limitations for group (i.e a team of 18, top 25 GPAs for the class).

Discuss selection process, if any.

You must include the following:

We agree to abide by Coconino Community College policy prohibiting discrimination in organizational membership on the basis of race, color, culture, creed, religion, national origin, gender, sexual orientation, marital status, disability, age or veteran status.

ARTICLE IV: Officers or Executives

List officers/executives and describe qualifications (must include maintaining a minimum GPA of 2.25

List Duties of each office (President: preside over all meetings, set agendas for meetings, appoint committees, vote in meetings to break ties, serve as the organization's official representative; Vice-President: assume the duties of the president in his/her absence, other duties; Secretary: take minutes of the meetings, maintain current attendance records, maintain a schedule of events, be the official record keeper for the organization; Treasurer: be responsible for recording / monitoring all organization funds, present a financial report at each meeting, work with the Student Organization Coordinator in all book-keeping issues).

Provide for vacancies in leadership (how do you replace a leader).

ARTICLE V: Committees

List any standing committees that the organization will have.

State the duties of the committee and how chairs will be selected.

State if there are minimum/maximum limits on the size of each committee.

ARTICLE VI: Advisor

Describe the role your advisor shall play, and the qualifications for advisor (must at least be a faculty or staff member at the College).

ARTICLE VII: Amendments

Describe how this constitution may be amended (changed). Generally a 2/3 vote is required.

ARTICLE VIII: Ratification

The constitution may be self-ratifying (automatic) or it may require a vote of 2/3.

Ex.: This constitution shall become effective upon the approval of Student Support Services at Coconino Community College.

BY-LAWS OUTLINE

Section 1. Membership

Provide more details of members' rights and duties. Include information on expulsion and resignation procedures. Give information on honorary membership. List and refer to any national or regional affiliation information regarding membership requirements.

Section 2: Fees

State initiation fees and/or annual dues, if any. Include consequences of delinquency in payment.

Section 3: Elections

Outline the nomination process, when officer elections shall take place (annually, in the month of ___), the voting process (simple majority; absentee ballots; secret ballots).

Section 4: Meetings

Provide information on the method of running meetings (i.e. "Robert's Rules of Order"). Outline expectancies of attendance at meetings.

Section 5: Quorum

State the minimum number of people to constitute a quorum. A quorum is the minimum number needed to make a decision on behalf of the organization.

Section 6: Amendment of the By-Laws.

Generally by-laws may be amended by a majority vote.

For questions, please contact Student Development Services at (928) 226-4323.