



# ARKANSAS TECH UNIVERSITY

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## *How to Write a Student Organization Constitution Requirements and Tips*

*The constitution is the foremost document that defines both the mission and structure of the Arkansas Tech University Registered Student Organization (RSO). The constitution lays the groundwork for creating rules and guidelines meant to govern the organization. A constitution can assist in providing consistency of the organization as it undergoes change of officer or faculty.*

*The following outline can serve as resource for writing the organization's constitution. The **bolded** items are required in the constitution.*

- 1. Formal name of the organization**
- 2. Organization's purpose**
- 3. Membership composition**
  - a. **Eligibility requirements of membership**
  - b. **Selection process and procedures for membership**
  - c. **Non-discriminatory statement**
- 4. Officer positions within the student organization**
  - a. Duties
  - b. Election process
  - c. Designated committees
    - i. Committee responsibilities
    - ii. Committee chairs
      1. Duties
      2. Appointment of chairs
- 5. Organization decision making model**
- 6. Meetings**
  - a. Frequency
  - b. Structure
- 7. Organization advisor**
  - a. Appointment of Arkansas Tech University faculty/staff member
  - b. Responsibilities of organization advisor
- 8. Organization funds**
  - a. Means of acquiring funds
- 9. Amending the constitution**
10. Enabling Clause
- 11. Signature line/block**
  - a. Executive officers

*Add information to change and/or clarify the constitution to remain consistent with the mission and purpose of the RSO as it changes and grows.*



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## Sample Registered Student Organization Constitution

### Article I: Name

The formal name of this organization is \_\_\_\_\_.

### Article II: Purpose

The purpose of (Organization Name) shall be to foster \_\_\_\_\_ through the coordination of \_\_\_\_\_ (i.e. awareness campaigns, events, service, etc.). (Organization Name) will work toward its goals by \_\_\_\_\_.

### Article III: Membership Constitution

Any person may attend (Organization Name) meetings. Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, age, disability, or veteran status. However, to be a member of (Organization Name) one must be an undergraduate or graduate student of Arkansas Tech University and pay membership dues.

### Article IV: Organization Officers

#### Duties

1. **President:** This person serves as the primary student contact for the organization; the "external spokesperson" of the group that regularly interacts with other student organizations and university officials. \*\*Feel free to name this officer as you would like (i.e. President, Manager, Chief Officer, etc.).\*\*
2. **Treasurer:** This person will be primarily responsible for the finances of the organization. \*\*Feel free to name this officer as you would like.\*\*

**Officer Election Process:** Organization Officers will be selected by a nomination and election process. Officers will be elected before \_\_\_\_\_ and will serve a term of \_\_\_\_\_. The time between elections and new term shall serve as a transition period for new officers.

### Article V: Organization Decision Making Model

As a general rule, (Organization Name) shall use (majority vote, consensus, officer vote, etc.) to make its decisions.

### Article VI: Meetings

**Frequency:** Meetings will be held on \_\_\_\_\_ each week.

**Structure:** The meeting will begin by being called to order by the President. Minutes will be taken by the Secretary and distributed to the organization's officers the following week. The meeting will be ended by the President.

### Article VII: Organization Advisor

A staff or faculty member from the Arkansas Tech University campus is eligible for the faculty advisor position. The Faculty/Staff Advisor will be chosen by the officers and their term will last indefinitely, with annual reappointment.

The Advisor's duties shall include: \*Please see Advisor Agreement\*

1. Meeting with the organization executive officers on a regular basis.
2. Attending organization meetings and activities.

The Advisor shall not have voting rights. \*\*Feel free to add or remove as needed.\*\*

### Article VIII: Organization Funds

Means of acquiring funds will include collection of membership dues, implementation of approved fundraising events throughout the year, and money collected from the Department of Campus Life.

### Article IX: Amending the Constitution

This constitution may be amended by a two-thirds vote of all present voting members. A proposed amendment to the constitution must be submitted for voting by an officer to all officers at least one week prior to the meeting. Upon receiving the two-thirds vote in favor of the constitutional amendment, the organization advisor will be informed of the change. A revised copy of the constitution shall be distributed to the active membership and the Department of Campus Life. \*\*Revise and change as needed.\*

### Article X: Enabling Clause

This constitution shall go into effect on (Date) upon approval of two-thirds vote in favor by all present voting members. This constitution shall replace and render null all previous constitutions, procedures, practices, and precedents for this organization.

### Article XI: Signature Line/Block

The signatures below indicate that we, as executive officers, approve this document.

President's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Treasurer's Name: \_\_\_\_\_ Date: \_\_\_\_\_