**STUDENT SENATE**

**STUDENT ORGANIZATION CONSTITUTION/BYLAWS**

**APPROVAL CHECK SHEET**

Student Organization leaders,

Your constitution is your organization’s governing document. It should guide the day-to-day operations of your organization and should be the “go-to” document when going about important decisions for your organization. Student organization constitutions will be reviewed by Student Senate, the Associate Director of the HMU, and the university President’s designee on a formal basis when student organizations first start up or reorganize and every-other-year of the organization’s continue recognition. The below checklist will be used to ensure your constitution covers critical areas of governance.

\_\_\_\_\_ Article I: Name of the Organization

\_\_\_\_\_ Article II: Purpose of the Organization

\_\_\_\_\_ Article III: Membership

 \_\_\_ a. classification of membership

 \_\_\_ b. qualifications/eligibility for membership

 \_\_\_ c. fees/dues (optional)

 \_\_\_ d. attendance/participation requirements

 \_\_\_ e. non-discrimination clause (required wording)

\_\_\_\_\_ Article IV: Organizational Structure

 \_\_\_ a. how often meetings held, notification of meetings

 \_\_\_ b. quorum for meetings

 \_\_\_ c. specify offices (must include president/chairperson role)

 \_\_\_ d. how voting/decision-making will take place

 \_\_\_ e. how committees will be called and structured (if applicable)

\_\_\_\_\_ Article V: Executive Board or Officers

 \_\_\_ a. positions/structure of the executive board

 \_\_\_ b. duties of officers

 \_\_\_ c. election/appointment process

 \_\_\_ d. length of term

 \_\_\_ e. method of filling vacancies

\_\_\_\_\_ Article VI: Advisor

\_\_\_\_\_ Article VII: Amendments

\_\_\_\_\_ Article VII: Dissolution

 \_\_\_ a. allocation of remaining funds (SAFAC required wording)

\_\_\_\_\_ Article VIII: Ratification

CONSTITUTION

SAMPLE ORGANIZATION

OF BEMIDJI STATE UNIVERSITY

Article I Name:

The name of this organization shall be Sample Organization.

Article II Purpose:

The purpose of this organization shall be to promote understanding of the constitution creation process by providing a sample to new and existing organizations.

Article III Membership:

Section 1. Any student is eligible for membership of this organization providing he or she meets the qualifications as stated in this constitution and is in good standing with Bemidji State University. (note: While non-students may participate in activities of the organization, “members” are Bemidji State/NTC students only.)

Section 2. Qualifications for membership shall include the following:

1. *Example*: Enrolled in a major or minor related to the organization
2. *Example*: Semester membership dues have been paid.

Section 3. *Optional*: Dues shall be established and the amount adopted by a majority vote of the members present at the first organizational meeting. Thereafter at the first meeting of each new school year the dues amount will be reviewed and ratified by a majority vote.

Section 4. Members are required to regularly attend meetings. After three consecutive absences, the member will be considered inactive.

Section 5. **Membership and activities of the organization will not discriminate with regard to race, sex, color, creed, age religion, marital status, sexual orientation, national origin, or status with regard to public assistance or physical ability. Bemidji State University has an all-comers policy. Consequently, all recognized student organizations must allow any interested student to participate, become a member, or seek leadership positions in the organizations, regardless of their status or beliefs.** *(Note: Please use this exact non-discrimination clause.)*

Article IV Organizational Structure:

Section 1. Meetings of Sample Organization shall be held at least once a month and as the President of the organization sees fit. All meeting dates will be posted at least one week in advance.

Section 2. A quorum shall consist of two officers plus five members in attendance.

Section 3. Officers of Sample Organization shall be President, Vice-President, Secretary and Treasurer.

Section 4. Members of Sample Organization in attendance at meetings shall have one and only one vote with a simple majority rule, except those delineated in “Robert’s Rules of Order, Newly Revised.”

Section 5. Committees shall be established by the President of Sample Organization as directed by majority consensus.

Article V Officers:

Section 1. The officers of Sample Organization shall be President,

Vice-President, Secretary and Treasurer, whose duties it shall be to coordinate the activities of the organization for the welfare and professional growth of the members.

Additional duties shall be:

A. President –

 1. The President shall preside over all meetings.

 2. The President shall, if necessary, appoint individuals to committees.

B. Vice-President – The Vice-President shall be a member of each committee and will see that each committee is performing its functions. They shall also serve in the absence of the President.

C. Secretary – The Secretary shall keep the minutes of the meeting and carry on any correspondence that may be necessary.

D. Treasurer – The Treasurer shall keep the books and collect dues. The amount of dues for the year shall be established at the first regular meeting by a majority vote.

Section 2. The term of office shall be for one academic year, fall semester through spring semester.

Section 3. Elections shall take place during a regularly scheduled meeting in the last month of the spring semester.

Section 4. Removal from office (or removal of members) shall be as prescribed in “Robert’s Rules of Order, Revised” under the heading “Trial of Members of Societies.”

Section 5. Any vacancies shall be filled by recommendation of the officers with appointment upon majority approval of Sample Organization. The only exception to this rule shall be the President in which case the Vice-President steps in to the Presidential position.

Article VII Advisor:

An advisor for Sample Organization will be selected from the Bemidji State University Faculty and Staff. The advisor will meet the minimum expectations of the university but should also meet additional organization expectations such as… (examples: attending meetings regularly, being a member of a certain academic department, promoting group activities to faculty/staff, etc.)

Article VI Amendments:

Proposed amendments to the constitution will be a part of the constitution when they have been approved by two-thirds of the members in attendance.

Article VIII Dissolution of Organization:

Sample Organization may choose to dissolve through a two-thirds majority vote. **In such case any remaining student activity fee funds will be returned to the Student Activity Fee Allocation Committee general fund.** *(Note: Please use this exact clause regarding SAFAC funding. Additional notes may be made if raised funds will be directed to other areas on campus before being dissolved.)*

Article IX Ratification:

This constitution shall be adopted upon ratification by a two-thirds majority vote of the members present at the first organizational meeting.