

Constitution of the *[insert student organization name]*

PREAMBLE

We, the members of the *[Student Organization NAME]*, to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

ARTICLE I Name

The purpose of *[NAME]* shall be to *[INSERT PURPOSE HERE]* at the campus of The Ohio State University at Mansfield and North Central State College.

ARTICLE II Membership

Section 1. Membership in *[NAME]* shall be limited to persons connected with The Ohio State University at Mansfield and North Central State College as faculty, staff, students or alumni.

Section 2. The Ohio State University Mansfield and North Central State does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status.

ARTICLE III Organization

Section 1. *[NAME]* must consist of at least four (4) members in order to be eligible to register as a recognized student organization. Should membership drop below four (4), registration status would be granted as *provisional* until minimum size of membership is reached.

Section 2. The officers of the organization shall be elected/appointed by the current organization membership. Any student seeking to hold or holding office must maintain the cumulative GPA requirement for their major and remain in good academic and judicial standing.

Section 3. The elected officers of *[NAME]* shall consist of a President, and three other officers, one of which must be a treasurer if money is handled in any capacity, which shall collectively serve as the Executive Committee.

Section 4. Elections
A. *[ELECTIONS TIMELINE]*
B. *[OFFICER ELIGIBILITY]*
C. *[ELECTIONS PROCESS]*

Section 5. Officer's Duties
A. The President shall preside at all *[NAME]* meetings, and *[INSERT RESPONSIBILITIES]*.
B. The *[OFFICER]* shall *[INSERT RESPONSIBILITIES]*.
C. The *[OFFICER]* shall *[INSERT RESPONSIBILITIES]*.
D. The *[OFFICER]* shall *[INSERT RESPONSIBILITIES]*.

Section 6. The Faculty/Staff Advisor shall serve as a liaison with the University, and help in the transition period between officers. The Advisor will be invited to and notified of all *[NAME]* meetings and activities.

ARTICLE IV Dues and Finance

Section 1. The Executive Committee will establish the dues for [NAME] at the first meeting of the fall semester. If dues are to be collected, the Treasurer must receive payment of dues within one month of the first day of class of each semester to be an active member of [NAME].

Section 2. [NAME] will finance its activities through membership dues, fundraising projects, and may apply for funds from the Office of Student Engagement.

ARTICLE V Meetings

Section 1. The first meeting of the fall semester shall be [INFORMATION ABOUT MEETINGS].

Section 2. Regular meetings shall be held at least once a month during the school year at time set by the organization.

Section 3. The basic agenda at regular meetings shall be as follows:

- A. Call to order
- B. Roll call
- C. Approval of minutes
- D. Executive committee report
- E. Old business
- F. New business
- G. Announcements
- H. Adjournment

ARTICLE VI Removal from Office

Section 1. An [NAME] officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

Section 2. A written request stating the reasons for dismissal and signed by at least three (3) active members of the organization must be submitted at a regularly scheduled meeting.

Section 3. Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to that regular meeting prepared to speak.

Section 4. A two-thirds (2/3) affirmative vote of all active members is required to remove the officer from office.

ARTICLE VII Constitutional Amendments

Section 1. The Constitution is binding to all members of [NAME], but is not binding unto itself.

Section 2. Amendments to the Constitution must be proposed in writing by any member of [NAME] at any regular meeting at which two-thirds (2/3) of the members are present.

Section 3. Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

Section 4. Proposed amendments will become effective following a three-fourths (3/4) affirmative vote of the active members.

ARTICLE VIII
Ratification

The undersigned student(s) of The Ohio State University Mansfield and North Central State College, after a three-fourths (3/4) affirmative vote of members, do hereby agree to follow the guidelines of this Constitution.

Signed: _____ Date: _____

*****PLEASE NOTE*****

This document is a sample. Your organization must customize it to include all above sections with information specific to your organization's practices. For additional assistance or guidance in creating a constitution, please contact Andy Sokolich, Student Engagement Coordinator, at sokolich.1@osu.edu or 419-755-4313.

SAMPLE DOCUMENT