

**Missouri University of Science & Technology
Department of Student Involvement
Constitution Outline for Proposed Student Organizations**

The following document outlines some of the essential items that should be included in the constitution of groups seeking recognition as a student organization at Missouri S&T. Highlighted sections are mandatory, and must be included in all organization constitutions regardless of organization type. The format outlined below is the recommended format and should be followed.

I. Name, Insignia and Affiliation

A. The name of this organization shall be (insert full name of organization), hereinafter referred to as (insert shortened name of organization as it will appear throughout the constitution).

Note: If an organization chooses to use the University name, only the officially recognized name or abbreviated names of the institution may be utilized. These are: Missouri University of Science & Technology, Missouri S&T, and S&T.

B. The insignia of the organization shall be (insert detailed description of insignia)
(Insert picture of insignia)

C. (Insert organization name) will be affiliated with (insert any regional or national organizations that student organization will be affiliated with)

II. Aims and Objective of the Organization

Note: The aims and objectives of the organization should reflect exactly what the organization wants to accomplish once recognition is received. They should also be stated in a manner that provides evidence that the organization will make a positive contribution to the welfare of its members and the university and be devoid of functions or activities that conflict with the primary purpose of the university.

A. The aims and objectives of this organization Shall be:

- 1.
- 2.
3. etc.

III. Membership

A. Qualification:

Note: This section should list any membership qualifications, including but not limited to enrollment status, grade point average requirement, class standing, vote of membership, initiation requirements. The last thing listed in this section should be the “Non-discrimination clause” which should state that the organization will not deny membership to any student based upon things such as race, color, religion, sex, gender identity, sexual orientation, national origin, age, or veteran status.

1. (insert specific membership qualification here)
2. (insert specific membership qualification here)
3. (insert specific membership qualification here)
4. etc.
5. Non-discrimination clause: (insert clause here)

B. Class of membership

Note: This section should list all membership categories that exist in your organization, and the rights and privileges associated with or denied to each category. At minimum this section should include the “regular members” and “advisors” categories. Examples of other membership categories are: Regular members, which might include Missouri S&T students, faculty, staff; Associate/Affiliate members which might include non-Missouri S&T individuals; Charter members; Honorary members; New members; and Advisors. Be sure to tailor categories to your specific organization.

1. Regular members—define who qualifies as a regular member
 - a. Specify rights and privileges associated with or denied to this class of membership, i.e. meeting/ activity attendance, voting, ability to run for an elected office, etc.

2. Associate/Affiliate members—define who qualifies as a regular member
 - a. Specify rights and privileges associated with or denied to this class of membership, i.e. meeting/ activity attendance, voting, ability to run for an elected office, etc.
3. Advisors—define who qualifies as a regular member (faculty or professional staff at least 75% FTE)
 - a. Specify rights and privileges associated with or denied to this class of membership, i.e. meeting/ activity attendance, voting, ability to run for an elected office, etc.
4. etc.
 - a. Specify rights and privileges associated with or denied to this class of membership, i.e. meeting/ activity attendance, voting, ability to run for an elected office, etc.

C. Method of removing membership (must ensure due process)

Notes: In this section the process for removal of membership must be delineated. This should cover what are grounds for removal of membership; the process of removal, including who has the right to request and/or initiate the removal of an individual's membership; within the delineated process there should be a component that ensures due process, such as the opportunity for individuals up for membership removal to speak on their behalf and/or for there to be an appeals process in place.

1. Grounds for removal
2. Process for removal
3. Due process for accused (ie the opportunity to speak in their defense) and appeals process
4. Vote % required to remove the accused.

IV. Officers

A. Officer Positions: (list all the organization's officer positions below)

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. etc.

B. Composition of the executive board (If your organization has an executive board, list below the individuals who make up the board)

1. The Executive Board shall consist of (insert officers/members that make up this board)

C. Qualifications of officers: (list any requirements to run for an office, i.e. Specific GPA, semesters of involvement with organization, etc.)

1. Academic requirements
2. Previous experience
3. Other

D. Define the term of the office

1. The term of office is (insert time frame, i.e. an academic year, a calendar year, a semester, etc), beginning (specify month, or part of semester or year) and ending (specify month, or part of semester or year).

E. Duties and Responsibilities of Officers (list the duties and responsibilities of each officer below)

1. All officers are responsible for (insert responsibilities)
2. President:
 - a. (insert responsibility)
 - b. (insert responsibility)
 - c. Etc.
3. Vice President
 - a. (insert responsibility)
 - b. (insert responsibility)
 - c. Etc.
4. Etc.

- a. (insert responsibility)
- b. (insert responsibility)
- c. Etc.

F. Define election process for officers

Notes: In this section the process for elections must be delineated. This should include the specific time and process for nominations and the actual elections.

1. Elections will occur (specify number of times elections will occur in a year and the specific month and/or time of year or semester that elections will take place)
2. Nominations for elections will (specify process for making nominations, who may make nominations, and the length of the nomination period)
3. Election announcements (specify timing, length of notification period, and specific notification process that will be utilized to let students know that elections will be occurring and when).
4. Type of voting and vote needed for election (specify actual voting procedures, including: Who is able to vote; what type of vote will take place (i.e. secret ballot, show of hands, verbal vote, acclamation, etc.); whether quorum is required; the percentage of votes necessary for an election to be called; procedures in the case of a tie or really close vote).

G. Describe how vacancies are filled (specify procedures for this process. Be sure to include the same amount of detail as in the previous election section. If you choose you may utilize the same election procedures to fill a vacancy, someone may be determined to appoint individuals to fill a vacancy, or maybe someone assumes the role and elections are held for the vacated position (i.e. if President position becomes vacant, the Vice President may assume the position and an election will be held to fill the Vice President Position).

H. Method of impeachment (Must ensure due process)

Notes: In this section the process for impeachment must be delineated. This should cover what are grounds for removal impeachment; the process of impeachment, including who has the right to request and/or initiate the impeachment process; within the delineated process there should be a component that ensures due process, such as the opportunity for officers up for impeachment to speak on their behalf and/or for there to be an appeals process in place.

1. Grounds for removal
2. Process for removal
3. Due process for accused (ie the opportunity to speak in their defense) and appeals process
4. Vote % required to remove the accused.

V. Advisors

- A. (Specify how the advisor is selected, i.e. appointment, election, selection, etc.
- B. (Specify the how long someone must or can hold this position).
- C. Method of impeachment (ensure due process)

Notes: In this section the process for impeachment must be delineated. This should cover what are grounds for removal impeachment; the process of impeachment, including who has the right to request and/or initiate the impeachment process; within the delineated process there should be a component that ensures due process, such as the opportunity for advisors, up for impeachment, to speak on their behalf and/or for there to be an appeals process in place.

1. Grounds for removal
2. Process for removal
3. Due process for accused (ie the opportunity to speak in their defense) and appeals process
4. Vote % required to remove the accused.

VI. Committees

A. Standing Committees

Note: In this section each Standing Committee should be listed, along with who chairs them or how and by whom they are appointed, and their purpose.

1. Committee
 - a. Chair
 - b. Purpose
2. Committee
 - a. Chair
 - b. Purpose
3. Etc.

B. Temporary committees

Note: In this section it should specify how temporary committees are appointed, by whom, and their length of existence.

1. How appointed
2. Length of existence

VII. Dues

Note: In this section specify whether or not your organization has dues. If your organization has dues, in this section it should be specified how the amount of dues is determined (i.e. vote, national organization, etc.). It should also specify when dues are paid, whom they are paid to, and any consequences that may result from dues not being paid. Should failure to pay dues result in a certain membership status (i.e. inactive or non-voting), the membership category will need to be listed in the membership section of the constitution.

- A. (Specify how dues are determined)
- B. (Specify when dues must be paid and to whom)
- C. (Specify any consequences for failure to pay dues)

VIII. Meetings

Note: This section should list all meeting types that your organization has (i.e. business, regular, special, executive, etc.); who is required or allowed to attend each meeting type; the frequency of the meetings (i.e. weekly, monthly, etc.); and, who may call each type of meeting.

A. Types of meetings

1. Regular: (insert description/purpose of meeting, who may call this meeting; frequency of meeting type; who is expected or allowed to attend.
2. Special
3. Etc.

B. Definition of a quorum (specify when quorum is to be utilized, what percentage of membership is needed for quorum, and what happens if quorum does not exist)

C. Parliamentary authority to be used (e.g. Robert's Rules of Order, Newly Revised). (Specify what parliamentary authority, if any, will be utilized by your organization).

IX. Rules and regulations

Note: This section should express that the organization will follow all federal and state laws and abide by university policies. If this organization is affiliated with a national organization, they will also want to express that they will abide by the policies of the national organization as well. Lastly, this section should include a statement on the organizations policy on hazing and alcohol use.

- A. (Organization) will follow federal and state laws and abide by the rules of the university
- B. (Organization) will follow the rules/regulations of national organization (if applicable)
- C. The Code of Conduct for (Organization) members is the University of Missouri Code of Conduct and this constitution.
- D. This organization is responsible for behaving in a manner compatible with the university's standard for student organizations and Title IX federal laws. All forms of hazing, condoning and sanctioning of physical abuse, sexual harassment and sexual violence towards prospective or current members are illegal and will be immediately reported to the Office of

Affirmative Action, Diversity and Inclusion or to the Office of Community Standards and Student Conduct for review and possible disciplinary action.

E. Alcohol Use – This organization is responsible for abiding by state law and university policy for use of alcoholic beverages and controlled substances; unless consumption is prohibited by the organization, guidelines for responsible use will be set accordingly. **{Guidelines may be listed here or in bylaws}**. In accordance with university policy, student organization funds administered through a university account may not be used to purchase alcohol, alcohol will not be publicized in promotional materials, and alcohol will not be consumed on university property without an approved alcohol permit. Failure to comply with the university's alcohol policy will be immediately reported to the Office of Community Standards and Student Conduct for review and possible disciplinary action.

1. **Note:** The *responsible* and *legal* use of alcohol is not prohibited by the University. You may not use University funds to purchase alcohol, you may not have alcohol at sponsored events on University property without express permission by the Chancellor, you may not publicize alcohol at an event in your advertisements. All violations of the University alcohol policy and/or illegal use of alcohol **MUST** be reported to the Office of Community Standards.

X. Constitution

Note: This section should specify how the constitution is approved and amended, and the specific process for introducing, voting on, and approving amendments and by-laws.

A. Adoption

1. (Specify vote and/or process carried out by the organization members for adoption)
2. (organization)'s constitution must have the approval of Student Organization Recognition Committee.
3. Final approval of (organization)'s constitution must come from the Vice Chancellor of Student Affairs for this constitution to be valid and take full effect.

B. Amendments:

1. (Specify process for introducing amendments, i.e. should they be submitted in writing, submitted at a meeting or to an officer, etc.).
2. (Specify the process and length of notification of members for voting on amendments)
3. (Specify vote needed to approve amendments)
4. Approval of Student Organization Recognition Committee or its representative
5. Student Involvement will be notified of any amendments voted in, and provided with a copy of the changes made.

C. By-laws (If by-laws are called for in the constitution, they should contain information subject to frequent change. The constitution should contain the information not required for frequent revision):

Note: The process for by-laws may be similar to the process for amendments. You will want to include similar information regarding the by-law process as you did for the amendments.

1. Clause reflecting a need for by-laws.
2. Vote needed for adoption
3. Vote needed for amending by-laws
4. When by-laws may be adopted or revised (special meeting, regular meeting, etc)
5. Must be provided to the Department of Student Involvement upon approval

This document was adapted from [Creating a Student Organization Constitution and By-Laws](#) from the Center for Student Involvement at California State University, Los Angeles.