

Constitution Template

This is a basic template to follow, make updates as deemed to be appropriate for your organization.

Name of Organization:

Date:

Article I – Name and Affiliations

Section 1: The name of this organization is <name>.

Section 2: Affiliation:

Article II – Purpose

Section 1: The purpose of the <name> is to promote: <what>

Article III – Membership

Section 1: General Membership

Membership is restricted to regularly enrolled Athens State University students, faculty, staff and alumni. No individual may be denied membership on the basis of race, color, national origin, age, marital status, sex, sexual orientation, disability, religion, genetic information, or veteran status.

Section 2: Voting Members

Voting members are permanent members. As a new club, voting members will have to be active, which means the member must make at least 50% of the meetings.

Article IV – Officers

Section 1: The officers shall be:

- **President:** This officer is in charge of club organizations and meeting. The president of the club will schedule meeting times, locations and topics to be discussed.
- **Vice-President:** This officer is responsible in assisting the Club President and assuming the club presidential role in the absence of the club president.
- **Secretary:** Responsible for taking minutes and distributing the minutes to all members before the next occurs.
- **Treasurer:** Responsible for handling the budget for the club and reporting all finances to the club officers and its members. Club funds must be on deposit in an auxiliary account with the Athens State University Business Office.
- **<Others>**

Section 2: The qualifications for officers:



An officer must be a current student at Athens State University, and <any other items>

Section 3: Officers will hold office from:

Officers will hold office for one year at which time the officer will roll off. Officers will be selected annually by active voting members of the club.

Section 4: If an officer's position becomes vacant during a term, the following will take place..."

[The officers of the club will recommend a replacement to the voting members, where a special election will be held to replace the vacancy.]

Article V – Advisors

Section 1: The <name> shall have at least one Athens State University faculty or staff member serving as Advisor at all times. The advisor(s) also has responsibility for ensuring that the organization and its members abide by all University policies, regulations, and guidelines as they relate to the organization's activities and events.

Section 2: The advisor will need to be a full-time faculty or staff at Athens State University. The advisor will oversee the operations of the club and making sure the club is being ran according to the by-laws and constitution. The advisor will supervise any field trips or club competitions that take place off campus. The advisor will also be responsible for making sure any competitions are properly staffed and organized.

Article VI – Meetings

Section 1: Meetings will take place monthly and the club president or faculty advisor may call a meeting. The quorum, or percentage of membership that must be present in order to conduct business at the organization's meetings shall be at least 50% of the club members present.

Section 2: The faculty advisor and club president may call a special meeting, but must be at least 72 advanced notice.

Article VII – Amendment of Constitution

Section 1: "This constitution can only be amended by an affirmation vote of a [2/3, 3/4, etc.] majority of the membership at any regular or special meeting." Amendments to the constitution or bylaws shall be presented to the club elected officers two weeks prior to a proposed amendment change.

Bylaws: <Name>

Date:

Article I – Membership

Section 1: Members must be an Athens State faculty, student or alumni.

Section 2: For members to maintain active membership, they must attend at least 50% of the meetings.

Section 3: Reasons for expulsion will include violating University policies, which supersede any club rules and regulations. Secondly, a member of the club shall be expelled by the elected officers with a minimum of a 2/3 vote.

Section 4: <Dues for membership, if so explain>

Article II – Officer Duties

Section 1:

- The President of the club will schedule meeting times, locations and topics to be discussed.
- Vice-President- this officer is responsible in assisting the Club President and assuming the club presidential role in the absence of the club president.
- The Secretary is responsible for taking minutes and distributing the minutes to all members before the next occurs.
- The Treasurer is responsible for handling the budget for the club and reporting all finances to the club officers and its members.
- **<Others>**

Article III – Election of Officers

Section 1: Elections of new officers will take place... [annually or when term limits have expired for the officers, at such time the current elected official will roll off the board and an election will be held to fulfill the vacated role. Preferably, a vote for the vacating officer will take place 6 month prior to the term limit to give the incoming elected official time get familiar with the job and duties of the position.]

Section 2: Nominations for board members will come from the members where a quorum is deemed to be met. The nominations will be by members and the members will be notified by email to login to the designated voting tool (Survey Money, Election Genie, etc.



Section 3: “Members who are running for office must...” be an active member of the club.

Section 4: Officers must be elected by... [State whether election requires a simple majority of votes, 2/3 majority, etc. The voting will be in by show of hands in a physical meeting. Other methods, such as, online tools will be used to tally votes. The voting process will be democratic in nature, which means whoever has the most votes, wins.

Section 5: If an officer decides to step down from an office or is no longer enrolled... [The board will appoint a proxy until a new board member election can take place.

Article IV – Advisor

Section 1: The advisor shall be a full-time employee of the university and will serve as long they would like to stay in that role. However, if the advisor chooses to step down, a new advisor from the **<any requirements such as being associated with a particular degree program >** will take the active roll.

Section 2: An advisor shall be a **<insert>**.

Article V – Parliamentary Authority

Section 1: “This organization shall be governed by...” [Robert’s Rules of Order to govern the organization’s decision-making and rules of procedure, except when these rules are inconsistent with those of an organization with which the Athens State organization is affiliated.]

Article VI – Committees [N/A Fall 2019]

Section 1: Ad-hoc committees may be formed to pursue or research a specific topic or niche.

Section 2: Committees will be appointed by Board Members and voted on by active members.

Article VII – Finances

Section 1: The **<name>** shall adhere to the Universities policies and procedures on handling funds. *The organization's funds must be deposited according to University regulations. Organizations funded by University monies (including SGA allocations) may disburse such funds only in accordance with state and University regulations. The funds will be disbursed via regular University purchasing procedures.*

Athens State Policies:

Financial Regulations

The organization’s funds must be deposited and maintained in an account with the Office of Financial Affairs (also known as the Business Office) according to University policies and



procedures. Clubs and organizations cannot establish and maintain an outside bank or checking account for the organization's funds.

Organizations funded from University accounts (including SGA allocations) may disburse such funds only in accordance with University policies and procedures. The funds will be disbursed via regular University purchasing procedures.

University requirements in no way preclude the right of the organization to solicit funds or disburse monies that are not derived from the University, as long as any fundraising policy or disbursement does not violate University policies and is in accordance with the organization's bylaws (see the Fundraising Regulations section).

The University assumes no liability for the financial transactions of a student organization and strongly recommends that each organization establish appropriate controls it deems necessary in the organization's constitution and bylaws.

Fundraising Regulations

The President of Athens State University has assigned the Office of University Advancement as the office responsible for the coordination of solicitations and proposals seeking gifts or monies for the University from individuals, corporations, and foundations. The Vice President for University Advancement works with the President and other members of the administration in setting the University's fundraising priorities in accordance with the University's vision, mission and goals. As part of the fundraising process, the Vice President for University Advancement will present an annual fundraising plan to the President other members of the administration for review and approval.

All faculty and staff employees, student clubs and organizations, alumni, or the alumni association must seek approval by submitting required forms and documentation to the Office of University Advancement prior to initiating any fundraising activity. The approval process is designed to avoid duplication of solicitations and fundraising efforts as well as to ensure that University policies and procedures are followed. Fundraising activities may include raising funds for scholarships, special events, students, staff and faculty activities, equipment, capital projects, or other activities requiring financial support.

Article VIII – Amendment of Bylaws

Section 1: These bylaws can only be amended by an affirmation vote of a [2/3, 3/4, etc.] majority of the membership at any regular or special meeting." [The constitution may only be amended with a 100% board approval and at least a 90% majority of active members. Constitutions should only be changed when a critical situation arises that the original constitution creators and board members, and active members did not foresee.] By-laws and policies shall be in place, to protect the integrity of the constitution. By-laws and policies shall serve as an authority for changes as long as they do not exceed the



boundaries of the constitution. By-laws and policies will be voted on by a 2/3 majority board and a 3/4 majority of members present or voted on by other approved methods, such as, online voting mechanisms.

Athens State University, as an equal opportunity/affirmative action institution, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Athens State University does not discriminate on the basis of race, color, national origin, age, marital status, gender, pregnancy, sexual orientation, disability, religion, genetic information, or veteran status in employment, or admissions to or participation in educational programs and activities. Inquiries or concerns may be addressed to the Office of the Vice President of Enrollment and Student Support Services, 300 N. Beaty St., Athens, AL 35611, 256-233-8175.