**Student Organization Constitution Template**

**This template is to be used as guide in developing organization constitutions. While the Articles listed below are options to include, your constitution must include both a MEMBERSHIP statement (selecting one from the two provided) and the ANTI-HAZING STATEMENT that is included in this template. These sections, written in red, must be captured into your constitution WORD FOR WORD as provided by the University Legal Counsel. All text in purple should be deleted from your final draft. The purple text serves as instructions or explanations. Information that should be filled in or changed by the organization is highlighted. All text in black is suggested but can be amended as the organization deems appropriate.**

**Updated: \_\_\_\_\_\_\_\_**

*(type the name of your organization)* **Constitution**

**Founded:** *year your organization was founded*

**Article I - Name of Organization**

The official name of this organization shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Include all nicknames, acronyms, and Greek Letters. Identify if any affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.* Note: names cannot begin with “ECU” or “East Carolina”

**Article II - Purpose of Organization**

*This outlines what your organization is all about. This will be used in various publications to let interested students know what your organization does.*

The purpose of this organization is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Article III - Membership**

*States membership requirements, benefits and responsibilities of membership, and the role ofAssociate members as applicable. The non-discrimination policy must be included.* ***Choose one of the options in red below.*** *Note: You can change this text to be the same color as the rest of your constitution, but it must all be included verbatim.*

**Section 1. Membership in this organization is open to all ECU students and will not be**

**restricted on the basis of race, color, creed, national origin, religion, gender, age, sexual**

**orientation, disability, or veteran status.**

*For those organizations who select members on the basis of a commitment to a certain set of beliefs (e.g. religious and political organizations) the following clause may be used:*

***Section 1: Membership in this organization is limited to those students who, upon individual inquiry, affirm that they support this group’s goals and agree with its beliefs, so long as no student is excluded from membership based on his or her age, race, color, national origin, disability, religious status or historic religious affiliation, military veteran status, sexual orientation, or, unless exempt under Title IX, gender.***

**Section 2.** Students in good standing with the University (2.0 cumulative G.P.A.) are eligible for membership after attending orparticipating in an organization event/meeting. As a member, one is required to attendorganization meetings regularly, pay dues if required, and actively

support organizationprojects. Membership will be revoked by ½ vote of officers plus ¾ vote from the generalmembership if actions are deemed inappropriate by the membership.

**Section 3.** Faculty or Staff members may participate in organizations as associate or guest

members. Associate members may participate in meetings and events, but may not hold voting rights or be considered for office.*It is not required that your organization accept associate*

*members; however, if you choose to allow them, the above policy is required. It is also required that organizations are comprised of no more than 25% associate or guest members.*

**Article IV - Officers**

*Outlines the selection process, as well as qualification for officers. Academic Requirements for officers must be included; requirements may be more stringent, but not less. Tell specific officer titles and responsibilities.*

**Section 1.** Election of officers will require a majority vote from the general membership. If a

candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. No one person can hold the office of President and Treasurer during the same term. Each office must have a separate individual student.

**Section 2.** The officers shall be elected by ballot to serve for one year (when to when) until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. A member may only hold an office for two consecutive terms.

**Section 3.** All officers shall comprise the Executive Committee of the organization. The

Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals. The officers and individual duties shall be:

A. President

 Preside over all meetings

 Prepare the agenda for each meeting

 Call on members to speak

 Act as a mediator when necessary

 Make the final decision in the case of a tie vote

 Represent the organization on campus

 Ensure that the organization is operating in conformity with the standards set forth by

East Carolina University

 Cosign organization checks with Treasurer

 Maintain communication with organization adviser

B. Vice President

 Preside over meetings in the absence of the President

 Preside over all committee heads

 Schedule meetings/events with appropriate University offices

 Coordinate organization promotion and publicity of events

 C. Secretary

 Maintain an accurate record of all organization meetings and post for members

 Notify members of the place and time of upcoming meetings

 Maintain accurate records of meeting attendance

 Maintain membership and alumni directory

 Correspond when necessary with University administration and other recognized

 organizations

 D. Treasurer

 Maintain accurate record of organization transactions

 Collect dues if required

 Develop organization budget and present to membership for ¾ vote

 Cosign organization checks with President

 Arrange fundraising opportunities for the organization

 Solicit additional funding if needed from the Student Government Association in

 conjunction with the President

**Section 5.** Officers may be removed from office by ½ vote of the other officers and ¾ of the

general membership if actions are deemed inappropriate by the membership. The officer is

permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. In the event of an officer

vacancy, a special election will be held at the next meeting to fill the open position.

**Article V – Advisor**

*The Advisor Clause must be included, if your organization has an advisor/mentor/coach. The University no longer requires student organizations to have an advisor, however, it is still highly encouraged. This individual may be an individual at ECU or it can be someone from the community. If you decide to have an advisor for your organization, below are our suggestions of responsibilities and accountability.*

The advisor will assume those responsibilities as outlined in this constitution.The advisor will be selected by a majority vote of the Executive Committee and then presented to the general membership for a ¾ vote. Advisors not fulfilling responsibilities or abiding by the organization’s purpose may be removed from the position by a ½ vote of the Executive Committee. Responsibilities of the advisor are as follows:

 Attend at least one meeting each month

 Attend on campus events sponsored by the organization

 **The advisor is not to sign into any contractual agreement on behalf of the organization; however, they should be made aware of all agreements taking place.**

**Article VI – Meetings**

*Outline how they will be called and how often they will occur, but not specific days that they will be held. State attendance policy if you have one.*

**Section 1.** The organization shall hold regular (weekly) meetings during the academic term

except when holidays, examination periods or other events make meeting impractical.

Organization meeting day/time will be determined in the beginning of each semester by a ¾ vote of the general membership.

**Section 2.** Additional meetings may be called by the President or by the Executive Board. At least three days’ notice shall be given to membership.

**Section 3.** Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the secretary is expected. A quorum shall consist of fifty percent of the membership plus one, which must include at least one officer *(a quorum is the number of people that must be present in order to conduct business for the organization)*. Robert’s Rules of Order (newly revised) shall govern all meetings.

**Article VII- Finances**

*Tell how members will be informed of the group’s financial situation. Outline any dues that members will have to pay.*

**Section 1.** The organization may establish dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a ¾ vote. Dues must be paid by (*enter week in semester*).

**Section 2.** The treasurer will be required to update members of the status of the budget at the

beginning of each semester. This should include a summary of expenditures and credits during the past semester.

**Article VIII- Committees**

*Outline how they will be formed and committees will be standing.*

Special committees shall be appointed by the President at a given time as the Executive Board sees necessary. The Vice-President shall oversee and support committee heads.

*List committees that will always be standing, such as an event committee, finance committee,*

*recognition committee, outreach, etc.*

**Article IX – Hazing**

**“*Name of organization*”,** in keeping with ECU’s expectations for a positive academic and

social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.

***“Name of organization”*** opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual or recognized organization may by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individuals’ freedom of thought and choice.

**According to N.C. Gen. Stat. § 14-35, it is unlawful for any student in attendance at any**

**university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor. Any violation of this section shall constitute a Class 2 misdemeanor**.

It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and **“*Name of Organization*”** if there is an instance of hazing by this

organization or any of the members of this organization. It will be the duty of the officers of **“*Name of Organization*”** to educate the membership of this policy.

Note: You can change this text to be the same color as the rest of your constitution, but it must all be included verbatim.

**Article X – Amendments**

*Tell how amendments may be made to this constitution.*

Amendments to this constitution must be submitted in writing at a regular meeting of the

organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary.

**Article XI – Ratification**

*This outlines how and when a constitution is accepted and adopted by the organization.* ***The Department of Student Engagement submission statement must be included.***

This constitution shall become effective upon approval by a ¾ vote of the membership.

**Ratified constitutions must be uploaded in the organization’s The Pirate Experience page and must submitted to the Department of Student Engagement within 10 days for final approval.**