Instructions for Creating a Student Organization Constitution

Below you will find the Missouri State Student Organization Constitution template. Please include each Article in your constitution. If you have any questions in regards to the constitution process, please contact the Co-Curricular Graduate Assistant, Chris Groh ([Harrod996@live.missouristate.edu](mailto:Harrod996@live.missouristate.edu)).

1. Text that is in **RED** must be included in the organization’s constitution **exactly as it appears in the template.** The final constitution should not contain any red text.

2. Text that is underlined must be filled in with the appropriate information per the organization.

3. Article I-V must be completed thoroughly by the organization.

**Constitution of Official name of organization**

Date Created: Date

Date Modified: Date

**PREAMBLE**

We, the members of this organization, do ordain this constitution of {organization name}, of Missouri State University, Springfield, Missouri, as the Constitution for the members of the {organization name}. {Organization name} will operate within the rules and regulations of Missouri State University, the Laws of the State of Missouri, and the Laws of the United States of America.

\*The Office of Student Engagement may require you to add information about a law that applies specifically to your organization.

**ARTICLE I**

Purpose of Organization

**Section 1.** The name of the organization

**Section 2.** Purpose of the organization

**Section 3.** Affiliation with a regional or national association, if applicable

**ARTICLE II**

Membership

**Section 1.** Membership open to whom

**Section 2.** Qualifications for membership {ex: student status, GPA, attendance, etc.}

**Section 3**. Qualifications for Non-Missouri State or off campus members if applicable

**ARTICLE III**

The Executive Officers

List **every** officer of the organization and duties of **each** officer {officer positions may vary by organization, but must include a president}

**Section 1**. President

**Section 2**. Vice President

**Section 3**. Secretary

**Section 4**. Treasurer

**Section 5**. Other Officers

**Section 6**. Qualifications of Executive Officers {Must include that GPA must be at least 2.0,althoughindividual organizations may make it higher at their discretion}

**Section 7**. All officers are required to be enrolled as Missouri State University students.

**ARTICLE IV**

Elections and Installation of Executive Officers

**Section 1.** Selection {nomination or application} process for the officers

**Section 2.** Specific date for the election of officers

Specific date can be explained in one of three ways (**choose one**):

1. Have a deadline that the organization must have elections by *{ex: must be held by the last meeting in the spring semester}*
2. Have a specific date the organization will hold elections on *{ex: elections will be held on the third Sunday of May each year}*
3. Have a two-week span in which elections can take place *{ex: Elections must be held between the last weekend in April to the second weekend in May}.*

**Section 3.**

1. How officers are elected. Walk through the election process, what it looks like {Are there speeches given, is the voting by secret ballot, etc.}
2. Include the majority amount needed to win (**choose one**):
   1. 2/3 vote of all members
   2. 3/4 vote of all members
   3. 51% vote of all members
3. Election proceedings and installation of officers must include this phrase: Must include participation from and final approval by student members of the organization.

**Section 4.** Term of office. Must include two points:

1. Can executive officers serve more than one term?
2. When does the term begin and end

**ARTICLE V**

Resignation of Executive Officers

**Section 1**. Process for resignation

**Section 2.** If on academic or disciplinary probation, the officer must resign from their position

**ARTICLE VI**

Impeachment and Removal from Office

**Section 1**. Process for impeachment

**Section 2.** The process for the removal and/or the impeachment of officers must include participation from and final approval by student members of the organization

**ARTICLE VII**

Filling Executive Officer Vacancies

**Section 1**. Process for filling officer vacancies. Include specific procedure for special elections.

Examples:

Appointment by executive board with final approval by student members via vote

Process for how special elections are run

Refer back to Article IV (Elections and Installation of Executive Officers): Section 1 and 3

**Section 2.** The process for filling vacancies of executive officer positions must include participation from and final approval by student members of the organization

**ARTICLE VIII**

Meetings

**Section 1**. Frequency of meetings

**Section 2.** How to convene meetings if not regularly scheduled, who contacts members if a special meeting is called

**ARTICLE IX**

Amendments to the Constitution

**Section 1**. How to propose amendments

Examples:

1. Member proposes amendment to Executive Officers; amendment is taken to organization at meeting
2. Member proposes amendment at meeting of organization

**Section 2**. How amendments are adopted (**choose one**):

* 1. 2/3 vote of all members
  2. 3/4 vote of all members
  3. 51% vote of all members

**ARTICLE X**

Ratification

**Section 1**. This constitution shall be fully ratified once approved by a **{**insert desired majority**}** majority vote of membership, after its submission to and approval by the Office of Student Engagement, and after its submission to and approval by the Student Government Association.

If the organization has an affiliation external to the University that requires approval of constitution, the organization may include that external affiliation in the enabling clause.

**ARTICLE XI**

Empowerment

**Section 1**. This constitution will take effect after it is accepted by both the Office of Student Engagement and Student Government Association of Missouri State University, and **{**by specific quorum vote**}** accepted by the members of **{**organization’s formal name**}**