**Sample Student Organization Constitution**

**ARTICLE I. NAME AND PURPOSE**

Section A. NAME

1. The official name for this organization is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. This organization will use the name or its acronym, **XXXX**, in all publicity materials and correspondence.

Section B. PURPOSE

1. The purpose of this organization is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. All activities of this organization must be directed toward this purpose.

**ARTICLE II. MEMBERSHIP**

Section A. REQUIREMENTS

1. All currently enrolled students, both undergraduate and graduate, are eligible to be voting members.
2. Oregon Tech staff, faculty, alumni, and community members are welcome to participate in events and activities of the organization, but are not eligible to be official members.
3. All members are required to demonstrate support for the purpose of this organization.
4. Membership decisions will not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or veteran status.

Section B. RIGHTS

1. All members are eligible to attend all meetings and events of this organization.
2. If a fee is charged to attend a particular event, the membership will establish a fee scale for voting members, non-voting members, and others as appropriate.

Section C. WITHDRAWAL OF MEMBERSHIP

1. Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.
2. A **simple majority** vote of the quorum of membership at a regular or special meeting shall be sufficient to withdraw membership.
3. Members to be voted upon in this regard will be notified of the intention to do so in writing **at least one week** prior to the meeting at which the vote will be taken.

**ARTICLE III. OFFICERS**

Section A. OFFICER TITLES

President  
Vice President  
Secretary/Treasurer  
Program Committee Chair

Section B. DUTIES

1. The President will chair all meetings of **[organization name or acronym]** and will call special meetings as needed. The President will vote on **[organization name or acronym]** matters only in case of a tie.
2. The Vice President shall **chair any ad hoc committees or task forces of the organization**.
3. The Secretary/Treasurer will take, record, and file meetings minutes; produce all official correspondence for the organization, and maintain records and report on the financial transactions of **[organization name or acronym]**.
4. The Program Committee Chair will **direct the planning of the organizations education and social programs**.

Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

1. All officers and candidates for office must be currently enrolled Oregon Tech students.
2. All officers must be voting members of **[organization name or acronym]**.

Section D. NOMINATIONS AND ELECTIONS

1. Nominations for all offices will be taken from the floor of the **third-to-last regular** meeting of the **spring term** each year.
2. Any member may nominate any other member, including himself or herself.
3. Elections will be held at the **second-to-last meeting of the spring term**.
4. Nominations may also be made during the election meeting itself, prior to closing of nominations and taking the vote.
5. A simple **majority** vote of the quorum present at that meeting will be sufficient to elect an officer. If there are more than two candidates and no candidate receives a majority, there will be a run-off vote between the top two vote recipients in the general meeting.

Section E. REMOVAL FROM OFFICE

1. Officers may be removed from office for failure to perform duties or for violation of membership clause.
2. Officers to be voted upon in this regard will be notified of the intention to do so in writing **at least one week** prior to the meeting at which the vote will be taken.
3. A **two-thirds** majority of quorum present at a regularly scheduled meeting shall be sufficient for removal from office.
4. Any officer may resign by submitting a letter to the President. The President may resign by submitting a letter to the Vice President.

Section F. TERMS OF OFFICE AND VACANCIES

1. The term of office shall be from **the last meeting of each spring term until the end of the second-to-last meeting of the subsequent spring term**.
2. Should a vacancy in office occur, there will be another nomination procedure and election for the vacant office.
3. In the meantime, the Vice President will assume the duties of the President, the Secretary/Treasurer will assume the duties of the Vice President, and the Program Chair will assume the duties of the Secretary/Treasurer should those offices be vacant.

**ARTICLE IV. MEETINGS**

Section A. Regular meetings will be held **the first and third Thursdays of every month**.

Section B. Special meetings may be called by **any combination of three of the officers**. Notice of special meetings must be communicated to all members at least **72 hours** in advance of the meeting.

Section C. To conduct business at any meeting, **one half of the entire** voting membership must be present to form quorum.

**ARTICLE V. COMMITTEES**

Section A. PROGRAM COMMITTEE

1. The only standing committee of **[organization name or acronym]** is the Program Committee, whose purpose is to plan events and programs for the organization.
2. All decisions of the Program Committee involving committing organization funds in amounts greater than**$25.00** will require the approval of the majority of those members present at the regular or special meeting. Similar decisions, but for **$25.00** or less may be approved by the Program Chair with consent from two officers.

Section B. OTHER COMMITTEES

1. Other committees may be appointed by a **majority** vote of the members at a regular meeting of **[organization name or acronym]**.
2. In appointing such committees, **[organization name or acronym]** members must specify the purpose and chair or co-chair of that committee, and establish its duration.

**ARTICLE VI. AFFILIATIONS**

Section A. UCI

1. This organization is a recognized student organization at Oregon Tech
2. In all correspondence and business transactions, it may refer to itself as an organization at Oregon Tech, but not as part of Oregon Tech itself.
3. **[Organization name or acronym]** accepts full financial and production responsibility for all activities it sponsors.
4. **[Organization name or acronym]** agrees to abide by all pertinent Oregon Tech policies and regulations. Where Oregon Tech policies and regulations and those of **[organization name or acronym]** differ, the policies and regulations of Oregon Tech will take precedence.
5. This organization recognizes and understands that that Oregon Tech assumes no legal liability for the actions of the organization, and that the Oregon Tech is not providing blanket indemnification insurance coverage for any activities of the organization.

Section B. NATIONAL AFFILIATION

1. **[Organization name or acronym]** is the Oregon Tech chapter of the **[national organization name]**.
2. Where **[national organization name]** guidelines, regulations, or policies differ from those of Oregon Tech, Oregon Tech's policies, regulations, and guidelines take precedence.

**ARTICLE VII. BY-LAWS AND AMENDMENTS**

Section A. BY-LAWS

1. By-laws can be added to this constitution by **a simple majority vote**of the entire membership at a regular meeting of **[organization name or acronym]**.
2. This constitution takes precedence over any and all by-laws.
3. University policies and state and federal laws take precedence over constitution and any and all by-laws.

Section B. AMENDMENTS

1. This constitution can be amended by a **two-thirds vote** of the entire membership at a regular meeting of **[organization name or acronym]**.
2. Notification of such a motion must be made to members **at least one** meeting in advance of the one in which the actual vote is taken.
3. All amendments shall be in consonance with University regulations and policies and shall be filed with the University through the Office of the Dean of Students within two weeks of adoption by the organization.

Date approved by organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Presiding Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Oregon Tech Director of Student Services/Campus Life

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_