

LAGRANGE

C O L L E G E

Student Organization Constitution & Bylaws Guide

Below is a sample of an organization constitution, as well as a guideline for creating bylaws. This is to help you in creating a constitution and bylaws for your organization. Should you have any questions, please do not hesitate to contact Tara Kermiet, Director of Student Activities & Service at tkermiet@lagrange.edu or 706-880-8112.

Constitution:

PREAMBLE

We, the members of (insert organization name here), to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

Article I. Name
(Insert a statement of the name of the organization.)

Article II. Purpose and/or Mission Statement
(Insert the purpose and/or aim of the group.)

Article III. Membership

Section 1. Membership in (insert organization name here) shall be limited to persons officially connected with LaGrange College as faculty, staff, or students.

Section 2. (Insert organization name here) does not discriminate on the basis of race, sex, religion, color, national origin, physical or mental handicap, age, or status as a Vietnam Era veteran in the selection of members.

Section 3. (Include a provision defining active membership.)

Article IV. Officers

Section 1. The officers of the organization shall be elected from the active members.

Section 2. The elected officers of (insert organization name) shall consist of (insert officer titles – i.e. President, Vice President, Secretary and Treasurer), which shall serve as the Executive Committee.

Section 3. Elections

A. All officers shall be elected on or before (insert date) of each year, and shall serve one-year terms.

B. All officers shall be elected by (insert whether it's majority, quorum, etc.). Only active members are eligible to vote. (Include a provision for the instance of a tie.)

C. All elections shall be conducted by a secret ballot. The ballots shall be tabulated by any two officers.

Section 4. Officer Duties

A. The President shall preside at all meetings, and have the authority to appoint all committee chairpersons, to create new committees, to nominate a faculty/staff advisor, and to act as a spokesperson for the organization.

B. The Vice President shall preside at all meetings in the President's absence, and upon his/her resignation, shall become the President for the duration of his/her term. The Vice President will support the President in all special projects.

C. The Secretary shall handle and keep a record of all business and correspondence, including, but not restricted to: recording minutes at all meetings; keeping an up-to-date file on all members; and informing members of all (insert organization name here)'s meetings and activities.

D. The Treasurer shall handle all financial transactions of the organization, including, but not restricted to: the collection of dues; managing all bank accounts; and recording all transactions in the appropriate books.

Section 5. The Faculty/Staff Advisor to (insert organization name here) shall be nominated by the Executive Committee and approved by a majority vote of a quorum of active members. The Advisor shall serve as a liaison with the College, and help in the transition period between officers. The Advisor will be invited to and notified of all meetings and activities.

Article V. Dues and Finance

Section 1. The Executive Committee will establish the dues for (insert organization name here) at the first meeting of the fall semester. The Treasurer must receive payment of dues within one month of the first day of class of each semester to be an active member.

Section 2. (Insert organization name here) will finance its activities through membership dues, fundraising projects, and may apply for Student Organization Assistance Program funding if eligible.

Article VI. Meetings

Section 1. The first meeting of the fall semester shall be held within two weeks after classes start.

Section 2. Regular meetings shall be held (insert frequency of meeting – i.e. weekly, monthly, etc.) during the school year at a time set by the organization.

Section 3. The meetings shall be conducted in accordance with the revised edition of Robert’s Rules of Order.

Section 4. The basic agenda at regular meetings shall be as follows:

1. Call to order
2. Roll call
3. Approval of minutes
4. Executive committee report
5. Committee reports
6. Old business
7. New business
8. Announcements
9. Adjournment

Section 5. (Insert a provision determining quorum).

Article VII. Removal from Office

Section 1. Any (insert organization name here) officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

Section 2. A written request stating the reasons for dismissal and signed by at least three (3) active members of the organization must be submitted at a regularly scheduled meeting.

Section 3. Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to that regular meeting prepared to speak.

Section 4. An affirmative vote of (insert requirement – i.e. majority, quorum, two-thirds, etc.) of all active members is required to remove the officer from office.

Article VIII. Constitutional Amendments

Section 1. This Constitution is binding to all members of (insert organization name here) but is not binding unto itself.

Section 2. Amendments to the Constitution must be proposed in writing by an active member at any regular meeting at which (insert definition of quorum) of the active members are present.

Section 3. Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

Section 4. Proposed amendments will become effective following a (insert number of votes required) affirmative vote of the active members.

Article IX. Ratification

The undersigned student(s) of LaGrange College, after a three-fourths (3/4) affirmative vote of active members, do hereby agree to follow the guidelines of this Constitution.

Signed: _____

Date: _____

Bylaws:

If the organization has bylaws, sections should cover the following. Please note that if the organization only has a constitution and no bylaws, this information should be included within the constitution.

- Detailed material concerning members: rights, duties, resignation, and expulsion procedures. Provision for honorary, associate members, or honorary officers if the group so desires.
- Provisions for initiation fees, if any, dues and assessments should be covered here; also details regarding delinquencies.
- Time and method of electing officers and duties of the officers.
- Duties, authority, and responsibility of an executive committee.
- The names of the standing committees and the method of choosing chairpersons and committee members. The duties of the committees should also be stated.
- A provision for some accepted rules of order or parliamentary manual as “Robert’s Rules of Order.”
- The number or proportion of the group constituting quorum.
- A method to amend the bylaws, usually by a majority vote.

The constitution should always display the date it was last revised. It is a good idea to insert in parentheses after an amendment that it was passed.