Constitution Template

This template has been created to aid student organizations in creating or amending their organization’s constitution. This is only to establish a foundation for a constitution. Student organizations are encouraged to build out their constitution to be as thorough as possible and, as needed for their respective organizations, are encouraged to work with their advisor(s), the ASMSU RSO Consultants and the Department of Student Life.

**ASMSU RSO Consultants:** <https://asmsu.msu.edu/home/student-allocations/rso-consulting/>

**Department of Student Life:**

[involve@msu.edu](mailto:involve@msu.edu)

About the Template:

* All text in italics are notes to give explanations on what is being asked in that article, section etc.
* Brackets are indications for the organization to change out the template information for what the organization would like.
* Blank lines are indications for the organization to provide more information and/or detail.
* All Articles and Sections in the template MUST be in the organization constitution, however, additional articles and sections may be added.
* The design and layout of the constitution may change if so desired.
* The final version should have all notes and guides deleted, page numbers added, consistent font and size.

***\_\_\_\_\_* at Michigan State University**

**ARTICLE I: NAME AND PURPOSE**

*This article should establish the name of the organization and its purpose. The purpose can be a brief explanation for why the need of the organization, what it hopes to accomplish as an organization, a mission or vision statement, etc.*

**Section 1:** The name of this organization shall be \_\_\_\_\_ at Michigan State University.

**Section 2:** The purpose of this organization shall be \_\_\_\_\_.

**ARTICLE II: MEMBERSHIP**

*This article should establish detailed laying out membership including attaining membership, retaining membership and membership removal.*

**Section 1:** This organization will abide by the Michigan State University Non-Discrimination Policy:

**Subsection 1:** The organization shall not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

**Section 2:** Only MSU Students are eligible to be members of the organization. Non-MSU students may participate in the organization’s activities.

**Section 3:** Membership shall be attained by \_\_\_\_\_.

**Section 4:** Membership shall be retained by \_\_\_\_\_.

**Section 5:** Membership shall be revoked for violations of this constitution or for not abiding by institutional policy including Spartan Life.

**Section 5:** Membership shall be revoked by \_\_\_\_\_.

**ARTICLE III: OFFICERS**

*This article should establish the Officers, length of terms, their duties and responsibilities, nomination and election process, removal of an officer and appointment and/or special election of an officer. Titles may vary for the indicated officers, however there should be equivalents for your organization. Additional officers that the organization wants on a permanent basis should also be listed.*

**Section 1:** The following officers shall be established annually to lead the organization:

**Subsection 1:** [President, or equivalent] shall be elected annually to serve for one year from [April 1] of the current year to [March 31] of the following year. Their duties and responsibilities shall be:

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.

**Subsection 2:** [Vice-President, or equivalent] shall be elected annually to serve for one year from [April 1] of the current year to [March 31] of the following year. Their duties and responsibilities shall be:

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.

**Subsection 3:** [Secretary, or equivalent] shall be elected annually to serve for one year from [April 1] of the current year to [March 31] of the following year. Their duties and responsibilities shall be:

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.

**Subsection 4:** [Treasurer, or equivalent] shall be elected annually to serve for one year from [April 1] of the current year to [March 31] of the following year. Their duties and responsibilities shall be:

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.

**Section 2:** To be eligible to hold an office position a student must be a student at Michigan State University, be in good standing with the organization and \_\_\_\_\_ [by the time of the election or by the time of taking office].

**Section 3:** The election process shall be:

**Subsection 1:** *Details on the nomination process including who can nominate, when are nominations held, process for making and seconding nominations, when nominee speeches may be made etc.*

**Subsection 2:** *Details on the election process including who can vote, when the voting occurs, process for voting and the required vote count/percentage for an officer to attain the position.*

**Section 4:** In the case an officer fails to fulfill their duties and responsibilities or fails to abide by institutional policies, an officer may be removed by \_\_\_\_\_.

**Subsection 1:** *Details on how to call for the removal of an officer, the process for voting and the required count/percentage needed for removing an officer.*

**Section 5:** In the case of an officer vacancy, it may be filled by \_\_\_\_\_.

**Subsection 1:** *Details on appointment and/or special election process including an appointment process, the nomination process, and the election process.*

**ARTICLE IV: OPERATING PROCEDURES**

*This article should establish parts of the organization such as meeting requirements, how to establish committees, who can be members of committees and chair or leaders of committees, and committee jurisdiction and processes, any standing committees and their jurisdiction and processes, removal of committee chair or leaders, dues/financial processes and procedures, etc.*

**Section 1:** The organization shall host [Monthly] meetings that are managed [in the spirit of Robert’s Rules of Order]. A quorum of [⅔ of membership in good standing] is required for official organization business.

**Section 2:** \_\_\_\_\_.

**Section 3:** \_\_\_\_\_.

**ARTICLE V: AMENDMENTS**

*This article should establish how the organization can make changes to this guiding document*

**Section 1:** *Details on who can propose amendments to the constitution.*

**Section 2:** *Details on how amendments are made to the constitution including the process, timeline, format, presentation to the organization etc.*

**Section 3:** *Details on who can vote on a proposed amendment, how the vote shall occur and what percentage is needed to approve the amendment, etc.*

**ARTICLE VI: Ratification**

Ratification of this constitution shall be confirmed by a ⅔ majority of the organization membership