**STUDENT ORGANIZATION CONSTITUTION TEMPLATE:**

*(PLEASE MODIFY TO MEET YOUR ORGANIZATIONS NEEDS OR DEVELOP YOUR OWN)*

**Please use this template to develop a complete and accurate constitution for your student organization. The more detailed and less-vague your constitution is, the easier it is for COSO to accept it.**

Constitution

of

*Insert official Student Club or Organization Name*

**PREAMBLE**

The *Insert official Student Club or Organization Name* shall exist to…

(explain how this organization serves a need for students at Bloomsburg University)

**ARTICLE I: NAME & AFFILIATION STATUS OF ORGANIZATION**

Section 1.) The name of this organization is, and shall be, *Insert official Student Club or Organization Name*

Section 2.) The acronym of this organization is, and shall be, *Insert official Student Club or Organization Acronym*

Section 3.) (If this group is affiliated with any local, regional, national or international organizational, please list the specific group it is connected to. If there is no affiliation beyond Bloomsburg University, simply state that.)

**ARTICLE II: GOALS/MISSION OF ORGANIZATION**

Section 1.) The mission of *Insert official Student Club or Organization Name* is (fill in with a mission statement).

Section 2.) The goals of *Insert official Student Club or Organization Name* are:

* 1. (List the goals here)
  2. (List the goals here)
  3. (List the goals here)

**ARTICLE III: MEMBERSHIP/RECRUITMENT OF ORGANIZATION**

Section 1.) ***Basic Eligibility:*** Any current Bloomsburg University student is eligible to express interest in joining *Insert official Student Club or Organization Name.* Bloomsburg University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, or veteran status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies

Section 2.) **Additional Eligibility Requirements:** To be a member of *Insert official Student Club or Organization Name, an individual also must:*

* + - * 1. Dues/Fees: (List specific requirements. If none, then state “Dues/fees will not be collected.”)
        2. (List additional requirements here)
        3. (List additional requirements here)

*(Examples: Membership dues are needed, academic/career major focus, experience/passion for club/org goals and mission, academic GPA, etc…)*

Section 3.) ***Recruitment:*** The methods in which *Insert official Student Club or Organization Name* will use to promote and recruit new members shall be:

1. (List methods here)
2. (List methods here)
3. (List methods here)

*(Examples: Table at the Activities and Involvement Fairs, Social Media outreach, Open Interest Meetings, HuskySync, Socials, etc…)*

Section 4.) **Active Membership:** To be considered an active member with voting rights in the *Insert official Student Club or Organization Name, an individual must:*

a. (List requirements here)

b. (List requirements here)

c. (List requirements here)

*(Examples: Attending a minimum amount of meetings/practices/events per semester/year, successful payment of dues and registration, etc…)*

**ARTICLE IV: MEETINGS FOR GENERAL ORGANIZATION BODY**

Section 1.) *Insert official Student Club or Organization Name* shall organize and conduct a minimum of “X” open general meetings per semester for the organization's general body.

* 1. Meetings are generally held on a (specific time frame such as weekly, bi weekly, monthly, semesterly) basis
  2. Meetings will be held on campus and made accessible to all members

Section 2.) If a special meeting is needed for members of the *Insert official Student Club or Organization Name, (*define who can call such meeting and how much notice needs to be provided in advance to the membership.)

Section 3.) If a member is absent from a general and/or special meeting,

* + - * 1. (State expectations for communicating absence to the executive board ahead of time)
        2. (State consequences, if any, for ‘unexcused’ vs. ‘excused’ absence)

Section 4.) **Quorum:** In order to conduct a vote on any organizational matter at an open general meeting, (explain how many active members must be present or percentage of members to carry out such business)

Section 5.) Robert's Rules of Order, revised, will be assumed to be the parliamentary procedure used unless stated otherwise in general meetings of the organizations body. Members may review the contents of Robert’s Rule of Order in the CGA portal in HuskySync under “Documents” or contact the Community Government Association (CGA).

**ARTICLE V: PROCEDURES FOR THE ELECTIONS OF THE ORGANIZATION**

Section 1.) **Officer Nominations**:

(Explain who is eligible to be nominated and how. i.e. List anyone, like an advisor, who may constitute a non-voting member)

(Describe when during the academic year regular elections would be conducted)

(Describe timeline for acceptance of nominations)

Section 2.) **Voting Procedures:**

1. (Explain who is eligible to vote in the elections)
2. (Explain how the voting will be conducted)
3. (Explain how an individual is determined as the winner of an election. Ex: 50% + 1, 2/3rd vote

of eligible voting members, unanimous vote, appointment by current exec board, etc…)

Section 3.) **Fulfillment of Vacancies**: If a position on the executive board of *Insert official Student Club or Organization Name* becomes vacant voluntarily or a member is asked to step down, the procedure for fulfillment of that position vacancy is as follows:

(Explain the procedures to fulfill the vacancy. Clarify if it’s an appointment or election.)

(Explain the timeline for the procedures)

(Explain the eligibility of nominees)

Section 4.) **Removal from Office:**

* + - * 1. If an officer of the executive board decides to resign their position, they must (explain the procedure for communicating their resignation)
        2. If it is recommended that an officer of the executive board be removed from their position, (explain the procedures to follow)
        3. If an officer’s position becomes unexpectedly vacant, (explain who will carry out such duties in the interim until a new officer is in place for that role)

**ARTICLE VI: OFFICERS and DUTIES of THE EXECUTIVE COMMITTEE**

Section 1.) The Executive Board of *Insert official Student Club or Organization Name* shall be comprised of (list all positions that will serve the organization)

Section 2.) **Eligibility for Executive Board**: In order to be eligible to serve as an executive board members, individuals must:

Be in good academic and social standing with Bloomsburg University as verified by the Dean of Students Office

(State the requirements)

(State the requirements)

(State the requirements)

*(Examples of requirements: Must have been an active member for at least 1 semester. Must have a GPA requirement of X.XX. Must be a rising junior in credits. Must be in a current academic major related to the org, etc..)*

Section 3.) **Duties of the Executive Board “CORE FOUR”:**

* 1. President/Chairperson (CORE FOUR)
     1. (List specific responsibilities)
     2. (List specific responsibilities)
     3. (List specific responsibilities)
  2. Vice President (CORE FOUR)
     1. (List specific responsibilities)
     2. (List specific responsibilities)
     3. (List specific responsibilities)
  3. Secretary (CORE FOUR)
     1. (List specific responsibilities)
     2. (List specific responsibilities)
     3. (List specific responsibilities)
  4. Treasurer (CORE FOUR)
     1. (List specific responsibilities)
     2. (List specific responsibilities)
     3. (List specific responsibilities)
  5. Other Position (insert title here)
     1. (List specific responsibilities)
     2. (List specific responsibilities)
     3. (List specific responsibilities)
  6. Other Position (insert title here)
     1. (List specific responsibilities)
     2. (List specific responsibilities)
     3. (List specific responsibilities)

**ARTICLE VII: MEETINGS FOR ORGANIZATION EXECUTIVE BOARD**

Section 1.) *Insert official Student Club or Organization Name* shall organize and conduct a minimum of “X” executive board meetings per semester for the organization's executive board

* + - * 1. Meetings of the executive board are generally held on a (specific time frame such as weekly, bi weekly, monthly, semesterly) basis
        2. Meetings will be held on campus and made accessible to all members

Section 2.) If a special meeting is needed for executive board members of the *Insert official Student Club or Organization Name, (*define who can call such meeting and how much notice needs to be provided in advance to the executive board.)

Section 3.) If an executive board member is absent from a meeting,

* 1. (State expectations for communicating absence to the executive board ahead of time)
  2. (State consequences, if any, for ‘unexcused’ vs. ‘excused’ absence)

Section 4.) Robert's Rules of Order, revised, will be assumed to be the parliamentary procedure used unless stated otherwise in general meetings of the organizations body. Members may review the contents of Robert’s Rule of Order in the CGA portal in HuskySync under “Documents” or contact the Community Government Association (CGA).

**ARTICLE VIII: ADVISOR OF ORGANIZATION**

Section 1.) **Selection of Advisor**: The primary advisor must be a current Bloomsburg University faculty or professional staff member.

(Explain how the advisor is chosen by or assigned to work with the student club or organization)

(Explain any specific eligibility requirements to serve as the advisor)

(Explain the timeframe for which an advisor may serve in that capacity)

A secondary advisor may be selected from the local community or a BU Alum

Current students may not serve in the capacity of an advisor

Graduate student(s) may serve as an assistant to the advisor, but not in replacement of a professional staff member.

Section 2.) **Roles and Responsibilities**: The advisor of the *Insert official Student Club or Organization Name* is

expected to serve the group by:

* + - * 1. (List the specific expectations)
        2. (List the specific expectations)
        3. (List the specific expectations)
        4. (List the specific expectations)

Section 3.) **Advisor Removal/Vacancy Fulfillment**

If the organization would like to make a change in who their advisor is, (describe the process to carry out such a change)

If an advisor resigns from the position, (describe the steps that will be taken to secure a new advisor.)

If a change in an advisor occurs, the *Insert official Student Club or Organization Name* will immediately notify the Kehr Union Operations Student Involvement at [storgs@bloomu.edu](mailto:storgs@bloomu.edu) and update their HuskySync portal. A discussion will occur regarding an interim advisement plan for the organization until a new advisor is identified.

**ARTICLE IX: AMENDMENTS TO CONSTITUTION**

Section 1.) **Procedure for proposing amendments:** Amendments to the Constitution must be presented two weeks prior to the ratification vote and may be initiated by any officers or members of the organization.

Section 2.) **Procedure for adoption of amendments**: Amendments must be approved by three-fourths (3/4) vote of the Executive Committee and ratified by a simple majority vote of the member students. Amendments to any article or section of the Constitution shall render each and every previously recognized corresponding article or section null and void.

Section 3.) All amendments are subject to the approval of the Committee on Student Organizations (COSO), Kehr Union Operations Student Involvement (KUOSI) and Community Government Association (CGA) of Bloomsburg University.

Section 4.) All submissions of amendments must be provided through HuskySync (unless otherwise instructed by COSO or KUOSI) for review.

**Enacting Clause**

This constitution and bylaws of *Insert official Student Club or Organization Name* shall become active upon the print and signatures of both the organizational president and the advisor of said such organization as well as the approval from the Committee on Student Organizations (COSO).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club/Organization President (Please print) *Signature of Club/Org President* Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club/Organization Advisor (Please print) *Signature of Club/Org Advisor* Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

COSO Chair/CGA Parliamentarian (Please print) *Signature of COSO Chair/CGA Parliamentarian* Date