

****SAMPLE****

REGISTERED STUDENT ORGANIZATION CONSTITUTION

This sample constitution is provided by Student Involvement & Leadership Development to assist your Registered Student Organization (RSO) in creating a constitution, which meets the standards for official Southern Illinois University recognition. If you have questions, please contact us: 618.453.5714.

SAMPLE: (items italicized are examples of language you can use)

Date of Adoption and/or Revision

ARTICLE I – Name

The name of this organization shall be: _____

ARTICLE II – Objectives

The objectives of the organization shall be:

- a) To promote interest in _____*
- b) To provide fellowship among students and faculty.*
- c) To represent student needs and wants in regard to _____*
- d) To provide a forum for the presentation of innovative ideas to benefit the University community.*

ARTICLE III – Membership

- 1) Any student at Southern Illinois University is eligible to be an active member and may hold office.*
- 2) Students must also be in good standing with the university to hold office.*
- 3) Non-students may act as associate members, but may not vote or hold office.*

ARTICLE IV – Officers

1) Election of Officers

- a) Officers: The officers of this organization are president, vice president, records officer, and treasurer.*
- b) Election Process: Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.*
- c) Time of Election: Election of officers will take place during the 3rd week of the fall semester.*
- d) Term of Office: Officers will assume office for the period of one year.*

2) Removal of Officers

- a) Officers are subject to removal for malfeasance in office.*
- b) Removal procedures will be initiated at the request of five active members.*
- c) A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.*

d) A 2/3rds vote of active members voting at the end of the hearing is necessary to remove any officer.

ARTICLE V – Amendments

- 1) *This constitution and by-laws may be amended by a 2/3-majority vote of those voting, a quorum being present.*
- 2) *Voting on amendments must be conducted after a minimum notice of 2 weeks.*

ARTICLE VI – Meetings

- 1) *Meetings will be held on the first and third Wednesday each month. Special meetings may be called by the executive board with a two week notice provided to all voting members.*
- 2) *Seventy-five percent (3/4) of the voting membership in attendance at a meeting constitutes a quorum.*

ARTICLE VII – Statement of Non-discrimination

This organization shall not discriminate on the basis of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, and status as a Vietnam era or disabled Veteran. (As exempted by Federal law, Social Greek organizations may omit “gender”).

ARTICLE VIII – Financial Obligation

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

ARTICLE IX – Statement of Non-Hazing

This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE X – Statement of Compliance with University/Campus Regulations

This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

ARTICLE XI – Robert’s Rules of Order

Procedures not covered herein shall be governed by Robert’s Rules of Order, Newly Revised

****SAMPLE****

(items italicized are examples of language you can use)

REGISTERED STUDENT ORGANIZATION BYLAWS

I. Officers & Duties

A. President

- 1. Coordinate all activities of the organization.*
- 2. Liaison to University community.*
- 3. Official representative of organization.*
- 4. Calls regular and special meetings.*
- 5. Presides at meetings.*
- 6. Prepares agenda for meetings.*

B. Vice President

- 1. Assumes duties of president, when necessary.*
- 2. Assists president in coordinating activities.*

C. Secretary/Records Officer

- 1. Maintains accurate & current information of the organization and membership.*
- 2. Assists president and vice-president to coordinate organization activities.*
- 3. Keeps accurate minutes of each meeting and forward copies to other officers.*
- 4. Keep attendance records for meetings.*

D. Treasurer

- 1. Liaison to SIU for all purpose of organizational funding.*
- 2. Maintains accurate and current account of all organizational funds.*
- 3. Responsible for dispensing of funds in accordance with the goals and programs established by organization.*

II. Meetings

Meetings will be open to all organization active and associate members, faculty, and Students. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

****** Above is a partial sample only of RSO bylaws. Substitute any sections with those applicable to your RSO or continue with additional sections below that are needed to fully explain the operating paper for your organization. ******

1. Establishment of orientation fees, membership fees, dues, and delinquent payment procedures
2. Description of members' rights, responsibilities, and duties
3. Outline of orientation procedures
4. Description of member resignation, suspension, and exclusion procedures
5. Outline of officer election procedures - time, place, and manner
6. Detailed outline of officer duties, responsibilities, and authority
7. Description of executive committee responsibilities
8. Descriptions of standing committees, their responsibilities, and the selection procedures
9. Outline of advisor selection procedures and responsibilities of the organization
10. Provision for accepting rules of order as described in Robert's Rules of Order, Newly Revised
11. Provision for honorary members or officers
12. Description of method to amend the Bylaws (usually by two-thirds vote)