**“Your Organization’s Name” Constitution**

1. **Name**
   1. The name of this organization shall be \_\_\_\_\_\_\_\_\_\_\_\_, herein referred to as Org.
2. **Purpose/Mission**
   1. Org seeks to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Membership**
   1. Membership shall be divided into two categories: voting and non-voting.
      1. Voting Members
         1. Shall attend at least X% of meetings and X% of events per semester.
         2. Shall be currently enrolled students at Stetson University
         3. Shall have the right to vote in all matters affecting Org.
         4. Shall be able to hold office in Org
         5. Shall have the right to attend and participate in all Org meetings and events.
      2. Non-Voting Members
         1. Shall be any member of the Stetson Community who attends at least one meeting per semester.
         2. May not vote or hold office in Org.
         3. Shall have the right to attend and participate in all Org meetings and events.
   2. As a student organization of Stetson we agree to uphold Stetson University's nondiscrimination policy.

*It is the policy of Stetson University not to discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category protected by federal, state, or local law in its educational programs, admissions policies, financial aid, employment, or other school-administered programs. The policy is enforced by Stetson and, where applicable, federal laws such as Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The University is an equal opportunity educational institution.*

* 1. As a student organization of Stetson we agree to uphold Stetson University's Hazing Statment.

*Stetson University values the equality of all people, recognizing its responsibility to protect human dignity and promote positive personal growth, hazing is strictly prohibited by any member of the university community. Stetson defines hazing as an act that threatens the mental, physical, academic health, or safety of a student through actions or situations that endanger, embarrass, harass, demean or ridicule any person regardless of locations, intent or consent of participants.*

1. **Officers**
   1. Elections
      1. Officer elections shall take place during the last month of the Spring (Fall) semester and no later than three weeks prior to the last day of classes.
      2. Elections of officers shall be conducted by the current president unless he/she is running for re-election in which case it will be handled by the Org Advisor.
      3. Election of a candidate requires a vote of more than 50% of present voting members.
      4. Notification of the location, date, and candidates for election must be sent to all members at least a week prior to voting.
   2. Removal
      1. A vote of 2/3 of the present voting membership is required to remove an officer for any reason.
      2. Date and location of a removal hearing is required to be publicized to the entire Org membership one week prior to the hearing date.
   3. President
      1. Shall be the official representative of Org in all functions.
      2. Shall chair all meetings of Org.
      3. Shall fill officer seats in the case of vacancies.
      4. Shall chair a regular meeting of all Org officers.
      5. Shall regularly communicate Org affairs to Advisor.
      6. Shall be responsible for any paperwork required by the Office of the Student Involvement and other University offices.
   4. Vice-President
      1. Shall facilitate the planning and management of Org events.
      2. Shall become President in the case of a vacancy.
      3. Shall execute other duties as the President may specify.
   5. Secretary
      1. Shall be responsible for all Org correspondences and records.
      2. Shall maintain the attendance and membership rosters.
      3. Shall maintain records of all Org events and meetings.
   6. Treasurer
      1. Shall create and maintain Org’s budget as voted upon by Org.
      2. Shall be responsible for attending required S.A.F.A.C. meetings.
      3. Shall be familiar with all S.A.F.A.C. and University financial procedures.
      4. Shall be responsible for all Org funds.
   7. SGA Senator
      1. Shall be the official representative of Org at SGA meetings and functions.
      2. Shall regularly report the business of the SGA to Org.
      3. Shall attend all required SGA meetings and events.
   8. Advisor
      1. Shall be appointed by the President
      2. Shall be an ex-officio, non-voting member of Org
      3. Shall maintain a working knowledge of Org’s events and initiatives and work with the President to communicate Org’s purpose with outside entities.
      4. Shall be responsible for mentoring the members and officers of Org.
      5. Shall oversee officer elections.
2. **General Provisions**
   1. Org shall reference the most current edition of Robert’s Rules of Order during all official meetings.
   2. No official business of Org shall occur without a quorum of at least 50% plus one voting members.
   3. Org shall comply with all federal, state, local, and University laws, policies, and procedures.
   4. Org shall not condone or participate in any action taken or situation created intentionally, on or off the University campus, by students or off-campus individuals to produce physical discomfort, embarrassment, harassment, or ridicule.
   5. Org recognizes its role and responsibilities as a member of an engaged and inclusive University community.
   6. Org will maintain contact with the Office of Student Involvement on a regular basis regarding organizational matters.
3. **National Affiliation (Optional)**
   1. Org shall be affiliated with Org National known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Org shall comply with all National policies and procedures where they are not in conflict with this Constitution and/or any University Policy.
4. **Dues** **(Optional)**
   1. Dues of Org shall be determined by a vote of 50% of the entire membership.
   2. Failure to pay dues shall result in a suspension of voting privileges.
5. **Amendments**
   1. Amendments to this constitution may be proposed by any member at a regularly scheduled meeting.
   2. An amendment must be publicized to the entire Org membership at least one week prior to the ratification vote.
   3. Ratification of an amendment requires a vote of 2/3 of the entire voting membership.
   4. If an amendment is successfully ratified an updated constitution must be provided to the Office of Student Involvement for approval.