

Registered Student Organization Constitution Checklist

Name of Organization

ADOPTED: List date approved by the organization

REVISED: date must be listed if/when changes are made to original, approved document

_____ Article I – Name

- Section 1 – The name of this student organization shall be [Insert the formal name by which the student organization shall be officially known]
- Section 2 – The abbreviated name or acronym for this student organization shall be [Insert the abbreviated name or acronym] *Note: this may be used throughout the remainder of the constitution.*

_____ Article II – Purpose/Mission Statement

- Section 1 – The purpose of this student organization shall be to [Insert the club or organization’s defined purpose (to promote, to organize, to educate, etc.) and if available, its mission statement.]
- Section 2 – [Name of student organization] shall abide by all university policies and procedures.

_____ Article III – Affiliations

- Section 1 – [Identify any local, regional, national, or international groups with which the student organization is affiliated. This section may be removed if the club or organization is not affiliated with an entity other than The University of Mississippi.]

_____ Article IV – Membership

- Section 1 – The University of Mississippi students must comprise 100% of the student organization’s membership, with the exception of Sport Clubs.
- Section 2 – [Insert eligibility requirements, such as grade point averages, academic majors/minors, and special qualifications which may be required for eligibility that do not illegally discriminate.]
- Section 3 – _____ (name of your student organization) at The University of Mississippi complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any applicant for membership based upon race, color, gender, sex, pregnancy, sexual orientation, gender identity or expression, religion, citizenship, national origin, age, disability, veteran status, or genetic information.

_____ Article V – Officers/Executive Board

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- Section 1 – The officers of this club or organization shall be: [Insert the number of officers, their titles, and their duties. A student organization must identify at least the President and Vice President.]
- Section 2 – [Insert qualifications for each office, if any. For example, “Members must have been a member of the student organization for at least one calendar year to be eligible to run for election as president.”]
- Section 3 – [Insert the term length of each position. Being specific may be helpful, like “...one year from October 1 to September 30.” Be careful to include provisions for holding elections before an officer’s term expires.]
- Section 4 – [Insert provisions for removing an officer, in the event it is necessary.]
- Section 5 – [Insert whether reports from officers to the membership will be required. If the student organization decides they are required, how often will they be made? How will they be made available?]

Article VI – Elections

- Section 1 – Election of officers shall be held [Insert the month of elections and specify which member of the student organization will oversee them. Who will announce elections? The candidates? The results? A provision should be made that specifies how far in advance election meetings will be announced.]
- Section 2 – [Insert procedures for filling vacancies in positions.]
- Section 3 – [Insert procedures for voting in elections. Some student organizations make provisions for a secret ballot, for example, whereas some feel a vote by a show of hands is best. What percentage of those voting shall constitute a candidate’s election? Consider procedures for election proceedings in which no candidate has won.]

Article VII – Meetings

- Section 1 – Regular meetings of this student organization shall be held [Specify the frequency of meetings. Determine who has the authority to call a meeting and who has the responsibility of notifying members of meetings. For example, “The secretary shall notify members of the business meeting, via e-mail, no later than five business days in advance of the meeting.”]
- Section 2 – Quorum shall consist of [insert the number or percentage of] voting members. [A quorum is defined as the number or percentage of the total membership that must be present at a meeting in order to conduct the business of the club or organization.]
- Section 3 – The [specify edition] edition of Robert’s Rules of Order shall govern meetings of this student organization within the requirements of this constitution and bylaws adopted by the membership. [Student organizations are not required to follow these procedures, but if the organization decides to do so, it should be articulated in the constitution.]

Article VIII – Advisors

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- Section 1 – At least one full-time faculty or staff member from The University of Mississippi must serve as an advisor to the student organization.
- Section 2 – [Insert a description of how the advisor will be selected]. Note: Sponsored student organizations and Sport Clubs may already have an assigned faculty or staff advisor. In this case, organization members may select an additional advisor.
- Section 3 – [Insert a description of the duties or responsibilities of the advisor. This description must be congruent with the guidelines established by the Office of the Dean of Students and the Student Organization Advisory Committee in the Student Organization and Advisor handbooks. In situations in which the role of the advisor prescribed in a student organization’s constitution is different, policies established by the Office of the Dean of Students supersede them.]

Article IX – Committees (if applicable)

- Section 1 – [Insert a description of standing committees, their function, financing, powers, etc.]
- Section 2 – [Describe the selection of committee members. For example, “Members of the marketing committee shall be appointed by the President, with a majority vote of approval by the general membership.”]

Article X – Finances (if applicable)

- Section 1 – Members shall pay dues in the amount of [Insert a dollar amount, the schedule for which they are assessed, and the individual responsible for collecting and processing dues.]
- Section 2 – Members exempt from paying dues should [Include explanation for exemption.]
- Section 3 – [Insert a description of accounting procedures, how funds are allocated, how accounts are maintained, etc.]
- Section 4 – [Insert a description or policy on refunds.]
- Section 5 – [Insert the organization’s budget approval process, including what positions are authorized signatures, which members have authority to spend the organization’s money, and what limitations exist regarding how funds are spent?]
- Section 6 – [Insert procedure from outgoing to incoming officers that have access to financial accounts associated with the organization.]

Article XI – Constitutional Amendments

- Section 1 – This constitution may be amended by a vote of [Insert the number or proportion of the membership required to amend the constitutions. What is the process by which revisions may be proposed? How far in advance must proposals be distributed to the membership? Are changes effective immediately upon their passage? May this take place at any meeting, or may changes be proposed and passed at an official business meeting? Every time student organization’s constitution is amended, a revised copy must be e-mailed to the Assistant Dean of Students for Leadership and Involvement.]

_____ Article XII – Bylaws

- Section 1 – [Some student organizations may find it necessary to implement policies other than the primary guiding rules described in a constitution. As the constitution, in many ways, is the backbone of the organization, it may not be appropriate to include secondary policies in this document.]

_____ Article XIII – Hazing Statement

- Section 1 – [Insert name of organization or club] agrees to abide by the University and Office of General Counsel Hazing Policy, which states:
 - “The University of Mississippi prohibits hazing in any form. According to the National Fraternity Executive’s Association and Fraternity Insurance Purchasing Group, hazing is: any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shock; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside the confines of the house; publicly wearing apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities that are not consistent with fraternal law, ritual, or policy or the regulations and policies of the educational institution.”

_____ Article XIIV – Dissolution Clause

- Section 1 – [Insert name of organization] will be dissolved [insert stipulation(s) for which this process will be navigated. Example: by a two-thirds majority of quorum votes to do so]
- Section 2 – Insert plan for financial assets (Example: Money obtained from the Associated Student Body will be returned to ASB and shall be added to allocations designated for Registered Student Organizations.)
- Section 3 – Insert plan to reconcile all debts describing how any debts will be settled in the future.]