

**Constitution**  
**(Organization Name) of Tennessee Technological University**

**Commented [K1]:** A student organization constitution should contain the articles which are in this template. A student organization should not be more than around 4-6 pages long and should be specific on the information under the articles.

**ARTICLE I**  
**- Name -**

The name of this group shall be **(Organization Name) of Tennessee Technological University**.

**ARTICLE II**  
**- Purpose -**

The purpose of *(Organization Name) of Tennessee Technological University* is to promote... *what is the purpose(s) or goal(s) of your club? What do you hope to achieve through this organization?*

**Commented [K2]:** A purpose is what the groups goals are and what the group hopes to achieve. It should only be a few sentences or short paragraphs.

**ARTICLE III**  
**- Membership -**

**Section 1:** Membership is open... *(Per the Student Organization Policy (Policy 315), Membership in the proposed organization shall be limited to currently enrolled students, except organizations may include in its membership faculty, staff, or alumni of Tennessee Tech, and members of the professional and business communities). Organizations may limit their membership to only students or only students, faculty, and staff, but may not include additional membership categories (i.e. no alumni, community members, etc.).*

**Commented [K3]:** Membership in any student organization must be open to all students of the university.

**Section 2:** Membership will not be denied on the basis of age, race, sex, sexual orientation or gender identity, disability, veteran status, religion or national origin.

**Commented [K4]:** This statement is required and cannot be changed.

*If your student organization is religious in nature, you may include the following provision " that only persons professing the faith of the group and comporting themselves in conformity with it qualify to serve as members or leaders of the organization."*

**ARTICLE IV**  
**- Officers -**

**Section 1:** The Executive Committee (or Board or Officers) of this organization are comprised of the following officers: (list them here/typically they include president, vice-president, secretary, and treasurer), but can include other positions as well.

Only student members can serve as officers.

**Commented [KJ5]:** This statement is required and cannot be changed.

**Section 2:** The duties of the officers will be as follows:

- **President**
  - Organize and preside over meetings, activities and events.
  - Be the official representative for the organization.
  - Ensure this Constitution is followed.
  - Have the final word in all decisions where a vote is not specifically called for in this document.
  - In the event of a tied vote, the President will cast the deciding vote.
- **Vice President**
  - Assist the president in achieving his/her duties.
  - Stand in place of the president if he/she is unable to attend.
  - Ensure this Constitution is followed.
- **Secretary**
  - Record the results of all votes taken.
  - Record minutes of each meeting.
  - Collect attendance at each meeting.
  - Process membership requests.
  - Keep a current roster of all members.
  - Keep the organization current with all paperwork that needs to be filed with Tennessee Tech University.
- **Treasurer**
  - Responsible for all financial matters.
  - Responsible for keeping records and possession (on behalf of the group) of all merchandise.
  - Prepare a budget for the following academic term by the last meeting of the current academic term.

- If there is not an appointed Secretary, the Treasurer shall take on the roles of processing membership requests and keeping a current roster of all members.

**Commented [KJ6]:** It is recommended to include these listed duties for the officer position as well as any other positions or duties needed.

## **ARTICLE V**

### **- Elections -**

**Section 1:** Officers will be elected...state which semester and when the elections will occur. Example: "during the first 2 weeks of the spring semester" or "during the last week of September."

**Section 2:** State the term of office. Example: "Officers will assume office immediately upon election and will serve for one year" or "Officer will assume office the following (week, month, semester) after election and will serve a (one semester, two semester, one year term).

Also, state any term limits on officers. Example: "officers may serve one term only throughout their membership in the organization" or "officers may serve an unlimited number of terms provided they are re-elected each year."

**Section 3:** Elections shall occur by secret ballot at a meeting with quorum. (Suggested wording, but other types of election procedures are acceptable.)

**Section 4:** Elections shall be won by a plurality (or majority,  $\frac{3}{4}$ ,  $\frac{2}{3}$ , etc.) of the vote. Keep in mind if majority vote is chosen and three or more candidates are running for the position, the highest percentage of votes does not always constitute a majority. A majority means more than 50% voted for a particular candidate. Therefore, a run-off election between the top two candidates would be necessary to determine the majority winner. Plurality means less than 50% voted for winning candidate, but they received more votes than anyone else running for the position.

**Section 5:** If an Officer's position becomes vacant during their term of office, (option 1) the responsibilities of the officer will be delegated between current officers until the next election, or (option 2) a student may be elected to fill the position in the interim until a new officer is elected in accordance with the procedures described in Article V.

**ARTICLE VI**  
**- Meetings -**

**Section 1:** *State the frequency of the organization's meetings. Example: "The organization will meet weekly (bimonthly, three times per semester, a schedule of meetings for an academic term must be created prior to the beginning of said term, etc.)."*

**Section 2:** *Optional: Executive Committee (or Board or Officers) may call special meetings at any time for important matters. (24/48/72 hours) prior notice should be given to all members.*

**Section 3:** *Voting may only take place at a meeting.*

**Section 4:** *A quorum is 1/2 (50%) plus one of the voting memberships. If a quorum is not present, voting shall be postponed until the next meeting.*

**Commented [K7]:** These articles should be addressed as outlined in this template.

**Commented [K8]:** This is required and cannot be changed.

**Commented [K9]:** This is required and cannot be changed.

**ARTICLE VII**  
**- Financial Plans -**

**Section 1:** *The Officers, Executive Committee, or Board (or particular officer such as the treasurer) will make a proposal to the membership to determine annual (or semester) dues and fees assessed on the members. Fees or dues will be approved by (1/2 or 3/4 or 2/3) vote of the membership.*

*Or state initial membership fee and any dues up front. Ex. "The annual (or semester) fee for membership in this organization is (\$XX)."*

**Commented [K10]:** If there are no membership fees, it will need to be addressed in this section if there is a need for fees in the future.

**Section 2:** *In the event of dissolution, all monetary assets shall be donated to... (Cite specific student organization, university department or fund, or off campus organization). Any off-campus organizations are subject to NCAA rules and regulations. No monetary assets may be given to an off-campus organization if it could benefit prospective students to the university.*

**Commented [K11]:** This is required to be addressed in a student organization constitution.

*Add more sections as needed to specify what organization funds can be used for and any other financial plans for the organization.*

**ARTICLE VIII**  
**- Amendments -**

This constitution may be amended by a vote of the majority or two-thirds of the enrolled members. Proposed amendments will be presented to the organization for one (or two) consecutive meetings and will be voted on at the second meeting. All members will be notified regarding the date on which amendments are to be voted.

**Commented [KJ12]:** The only item to change in this article is to select one or two consecutive meetings to present any proposed amendments to the organization.

**ARTICLE IX**  
**- Statement of Compliance -**

This organization shall comply with all University, Tennessee Tech Board, and local, state, and federal regulations.

**Commented [KJ13]:** This article is written as it should be and should not be changed.

**Article X**  
**- Parliamentary Authority -**

The latest edition of Robert's Rules of Order shall govern parliamentary procedure to be used in meetings when business matters are in order. Parliamentary authority, (insert officer position) will serve as parliamentary authority.

**Commented [KJ14]:** The only item to change in this article is to list who the officer will be who will be the parliamentary authority of the organization.