

# Student Organization Constitution Guide

2024-2025

Guide for new constitutions AND revising  
existing constitutions

## Constitution Checklist

### Required:

- ☐ Full title of organization (and chapter if applicable)
- ☐ Define purpose of organization
- ☐ Define membership eligibility criteria
- ☐ List and describe officer positions
- ☐ [Nondiscrimination and Anti-Harassment Statement](#)
- ☐ Removal process for members
- ☐ Removal process for officers
- ☐ Cleanly arranged Constitution document
- ☐ Compliance Statement

***"The Student Organization manual is a contract between this organization and the Office of Leadership and Engagement. We agree to abide by the policies, procedures, and sanctions stated in the manual."***

- ☐ Contingency Provision

***"Note: Depending on the behavior of concern executed by an organizational member(s) and/or officer(s), it may be warranted for the organization to move straight to removal, forgoing the previously described removal process."***

### Optional:

- ☐ List names of current officers
- ☐ List names of founders
- ☐ Describe membership expectations/club code of conduct
- ☐ Include expectations for off-campus trips & assigned trip leaders
- ☐ Create a process for amending the constitution
- ☐ Include the dates amended
- ☐ Describe changes made for each amendment
- ☐ Mention that your organization agrees to abide by all state laws relevant to your organization
- ☐ An additional bylaws document

## Common Errors

- Don't copy the entire 6-page nondiscrimination policy into your constitution, only the summary on the webpage is required.
- The removal processes need to be clear and comprehensive with some key details listed below:
  - Discussion/Action: a detailed process of how the complaint/issue would be addressed
  - Notification method: a form of communication that notifies a member of a particular complaint/issue
  - Voting: who is allowed to vote for a member's removal
  - Numbers: specify the number of votes a member must obtain to be removed from the organization
  - Probation: If granted this status, explain what a probation status looks like within the organization
  - Resources: list of resources a member could utilize during and after the removal process

All Student  
Organizations need an  
approved Constitution!

## Additional Resources

- ☐ Sample Constitution located in the Appendix of the [Student Org Manual](#)
- ☐ Example Removal Process located in the Student Org Manual
- ☐ Published constitutions for existing student organizations in True Blue Connects

### Office of Leadership & Engagement

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