

# Student Organization Constitution Guide

2025-2026

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 and assigned trip leaders if relevant
- 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

Last updated Spring 2025

## 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 needs 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
  - Probation: If granted this status, explain what a probation status looks like within the organization
  - Exceptions: whether the officer/member in question can vote
  - Ramifications: what can the vote decide regarding outcomes (remove a title, membership, etc.)
  - Resources: list of resources a member could utilize during and after the removal process

All Student Orgs  
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

Get Involved Lounge  
University Union RM 104  
StudentOrgs@nau.edu | 928-523-5181  
NAUGreeks@nau.edu  
[nau.edu/clubresources](http://nau.edu/clubresources)

 @NAUGetInvolved  
@NAUGreeks

**NAU** NORTHERN ARIZONA  
UNIVERSITY

Leadership and Engagement