

Student Organization Constitution Guide

2026-2027

For new AND existing constitutions

Constitution Checklist

Required:

- Full title of organization (and chapter if applicable)
- Define the purpose of the 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 Statement

"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, foregoing the previously described removal process."

- Title IX Statement (FSL/Social Greek only)

"Title IX does not apply to the membership practices of a social fraternity or social sorority if the active membership consists primarily of students in attendance at an institution of higher education and the fraternity or sorority is exempt from taxation under the Internal Revenue Code. 20 U.S.C. § 1681(a)(6)(A); 34 C.F.R. § 106.14(a)."

Optional:

- List names of current officers
- List names of founders
- Detailed election process to prevent future issues
- Describe membership expectations/club code of conduct
- Include expectations for off-campus trips and 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

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Common Errors

- Only the summary of the nondiscrimination statement on the webpage is required
- There can be no statements that violate [marketing policies](#) nor undermine the student-led status of an organization
- 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/officer 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 of a Removal Process located in the Student Org Manual
- Published constitutions for existing student organizations in True Blue Connects

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