WHY AND WHEN

The purpose of an organizational constitution is to ensure efficiency, fare and equal consideration, clarification and continuity in the regular operations of your group. Each student group should have standard operating principles and procedural rules, which this document merely states in writing. Each time officers are elected, the constitution should be reviewed to ensure it is up to date. When a constitution is clear, concise and followed, it will allow an organization to grow and develop because less time is needed to focus on minute details. Constitutions must be submitted to the Office of Student Engagement each time it is revised to be reviewed by their staff as well as undergo review and approval from Student Government Association.

WHAT

In April 2010, the Student Government Association of Missouri State University passed the Student Organization Development and Assistance Act of 2010 which set in place the SODA requirements for organization Constitution documents. The guidelines are designed to assist organizations in their formation and anticipation of future problems. The constitution should be tailored to your organization’s specific needs. In addition, student organization constitutions will be drafted to ensure all members and activities are in accordance with University Policy, avoiding future conflict. If your constitution is not in accordance with these guidelines, the OSE and SGA will ask you to resubmit a draft that has the proper changes; office registration with MSU will be delayed until the proper changes have been made. Please note the sections in **bold type** are REQUIRED and MUST use any language that follows in *italics*.

Listed below are the component parts of the constitution, which must be included. Specific article numbers may vary from group to group, but all information must be included. If you require any further assistance in drafting your organization’s constitution, please contact the Office of Student Engagement in PSU 101 at 836-4386.

**Constitution of (Official name of organization)**

Date Created: X Date

Date Modified: X Date

**PREAMBLE**

*We, the members of this organization, do ordain this constitution of organization name, of Missouri State University, Springfield, Missouri, as the Constitution for the members of the organization name. In accordance with the rules and regulations of Missouri State University, the Laws of the State of Missouri, and the Laws of the United States of America.*

**ARTICLE I**

Purpose of Organization

Section 1. The name of the organization.

Section 2. Purpose, goals and objectives of the organization.

Section 3. Affiliation with a regional or national association, if applicable.

**ARTICLE II**

Membership

**Section 1.** Membership open to whom.

**Section 2.** Qualifications for membership )(ex: student status, GPA, attendance…)

**Section 3**. Qualifications for Non-Missouri State or off campus members

**ARTICLE III**

The Executive Officers

List officers of organization and duties of each officer. **All officers are required to be enrolled as Missouri State University students.**

**Section 1**. President

**Section 2**. Vice President

**Section 3**. Secretary

**Section 4**. Treasurer

**Section 5**. Other Offices

**Section 6**. Qualifications of Executive Officers (**GPA must be at least 2.0,** though individual organizations may make it hire at their discretion)

**Section 7**. Selection process for the officers

Section 8. Specific date for the election of officers and how the Membership is formed.

**Section 9**. How officers are elected (ex: plurality of all votes cast, 2/3 vote of all members, etc.)

**Section 10**. Academic or disciplinary probation – officer must resign from his/her position

**ARTICLE IV**

Installation of the executive officers

**Process for approving and installing executive officers must include participation from and final approval by student members of the organization**.

Section 1. Term of office (can executive officers serve more than one term)

**ARTICLE V**

Resignation of Executive Officers

**Section 1**. Process for resignation.

**ARTICLE VI**

Impeachment and Removal from Office

**Process for the removal and/or the impeachment of officers must include participation from and final approval by student members of the organization.**

**Section 1**. Process for impeachment.

**ARTICLE VII**

Filling Executive Officer Vacancies

**Process for filling vacancies of Executive Officer positions must include participation from and final approval by student members of the organization.**

**Section 1**. Process for filling officer vacancies.

**ARTICLE VIII**

Meetings

**Section 1**. Frequency of meetings or how to convene meetings if not regularly scheduled.

**ARTICLE IX**

Amendments to the Constitution

**Section 1**. How to propose amendments.

**Section 2**. How adopted.

**ARTICLE X**

Ratification

**Section 1**. How does the constitution become valid followed by “*after its submission to and approval by the Office of Student Engagement, and after its submission to and approval by the Student Government Association.”* If the organization has an affiliation external to the University that requires approval of constitution, the organization may include that external affiliation in the enabling clause.

**Section 2**. What number of votes are required for approval.

**ARTICLE XI**

Empowerment

**Section 1**. *This constitution will take effect after it is accepted by both the Office of Student Engagement and Student Government Association of Missouri State University, and (by specific quorum vote) accepted by the members of organization’s formal name.*