

Constitution & Bylaws Example Guide

Preamble

The preamble serves as a brief overview of the reasons you are establishing the constitution.

1. Name of the Organization

This is usually a single sentence citing the full official name of your organization.

2. Statement of Equal Opportunity

This is a paragraph that states that your organization will not discriminate against students based upon race, religion, age, creed, color, sex, disability, sexual orientation, national origin, marital status, veteran's status, or political beliefs or affiliations.

3. Statement Against Hazing

BSC prohibits students, athletic teams, student groups and organizations and their members from engaging individually or collectively in hazing activities. The College promotes safety and accountability in its efforts to prevent and respond to reports of hazing that occur on and off campus.

4. Object and Purpose

State the main objective of your organization.

5. Advisors

State who the advisor(s) for your organization shall be. If the role of the advisor is not tied to a position, such as the Chair on Engineering, state who will appoint the advisor.

6. Elections

This section should state when elections of members or officers occur and who has the right to vote in elections.

7. Officers

This section should list each of the officer positions, including qualifications, duties, and terms of office.

- * Officer positions that must be listed: CSO Representative, President, and Vice President

- * Officer positions are to be held by BSC students only.

8. Meetings

This section should list how often your organization will meet as well as how meetings will be run, including what parliamentary procedure (if any) will be used.

- *CSO requires all clubs/organizations to meet a minimum of once a month.

9. Committees

This section should list any committees your organization should have, what each committee's function should be, how often they are required to meet, and how committee chairs are appointed.

10. Recall of Officers or Members

This section should outline the procedures your organization will use to remove an officer from their position, or to expel a member from the organization. It is very important to make sure that this is not easy to accomplish without overwhelming support (usually 2/3), to protect the rights of the individual members of your organization.

11. Amending the Constitution

State how your organization will make changes to the document in the future if needed.

12. Ratification of the Constitution

State how the constitution will be adopted by the organization.

13. Date of Ratification/Review

List the last date of ratification or review of the documents.

[Example of SGA's Constitution & Bylaws](#)