

**COLLEGE OF CHARLESTON**  
**Sample Student Organization Constitution**

Below is a sample constitution to help guide you in drafting a document that fits your organization's needs. Please note that the formatting and text provided below is meant to serve as a template. The constitution of an organization includes the fundamental principles that determine the rights and responsibilities of its officers and members.

**CONSTITUTION OF [insert name of organization]**

**Preamble**

The preamble defines the guiding principles of the organization. The sections listed below provide a template that can be used to define these principles.

**Article I – Name**

Example: The name of this organization shall be [insert name of group].

**Article II – Purpose**

This section **must include** a statement of purpose for the organization. If a future officer were to read this statement, he or she would understand the goals and intent of the organization. Example: The purpose of this organization shall be to provide and promote good examples of constitutional development for student organizations at the College of Charleston.

**Article III – Membership**

This section **must include** an equal opportunity/non-discrimination statement and a statement that the organization is open to all College of Charleston students. It should also include information on the types of membership offered and any qualifications for voting in the organization. Example: [Organization Name] shall not discriminate based on race, creed, color, sex, age, national origin, disability or sexual orientation.

**Article IV – Hazing**

This section **must include** a statement that the organization does not engage in any form of hazing. Example: This organization complies with all State and Federal laws and College of Charleston policies on hazing. This organization recognizes hazing to be any action taken or situation created to inflict physical or mental discomfort, embarrassment, harassment or ridicule upon an individual or group. Further, the members of this organization understand that any individual or group found responsible for hazing will be subject to disciplinary action, which may result in probation, suspension, or revocation of SGA recognition.

**Article V - Officers**

This section should include the title and qualifications of each officer of the organization, the procedure(s) for electing officers and filling vacancies, and the length of term for each office (this should not exceed one year). Officers for each organization **must include** a president (or primary contact) and treasurer (or financial officer).

**Article VI – Finances**

This article should state the guidelines for appropriating organization funds, collecting dues or fees and conducting fundraising activities within the financial regulations of the College.

**Article VII - Elections**

This section should explain specific election procedures for the organization which may include information on eligibility, deadlines and dates and rules for handling election procedure violations.

**Article VIII – Removal of Officers**

This section should define cause for removal and the process of how an officer is removed from his/her position within the organization.

**Article IX – Advisor**

This section should describe the relationship between the advisor and the organization. The advisor **must be** a full-time staff or faculty member at the College of Charleston. The advisor is required to submit a letter of intent outlining his/her commitment to the organization.

**Article X – Amendments**

A procedure for amending the Constitution should be clearly outlined. This section should include the requirements for amendments such as how they are to be submitted and to whom. Also include how they are presented, voted upon and approved. Voting should include all members and a majority should be required for approval.

## **2007-2008 Student Organization Registration Form Final Checklist**

Please make sure that all of the following information is included with your packet before it is submitted to the SGA Office. Incomplete information will result in a delay of the registration of your organization and may impact your organization's ability to reserve space on campus, access organization funds and/or apply for SGA contingency funding.

### **Required Items:**

- 2007-2008 Student Organizations Registration Form
- Full Membership Roster with Student I.D. Numbers
- Copy of your local constitution
- President's Responsibility Statement (signed)
- Advisor Verification (signed)
- Have you made a copy of this packet for your files?