

****Sample Constitution****

**Constitution of the (Name of Your Group)
of Middle Tennessee State University**

Article I

The name of this organization shall be *(Name of Your Group)*.

Article II

The purpose of the *(Name of Your Group)* shall be: _____.

**A concise statement of the purpose for the organization's existence, i.e.,
The purpose of the Pottery Lovers Club of MTSU shall be to promote interest in
pottery and to conduct or sponsor activities for members to learn about and
enjoy pottery.*

Article III

A. Membership shall be limited to currently enrolled MTSU students, faculty,
and/or staff members.

B. Membership shall not be denied to any person on the basis of race, color,
ethnic or national origin, sex, disability, age, religion, veteran status, sexual
orientation or gender identity, provided that social fraternities and sororities
may have sex restricted membership.

** Provisions A and B must appear in this article, except that student
organizations may limit their membership and/or leadership on the basis of
religion, if they meet all other criteria for recognition. In this case, the
organization shall omit the word "Religion".*

**Any additional qualifications should also be listed, i.e. minimum grade point
average, method of election, selection, or application, etc. Membership may
also include spouses of students, faculty, or staff. Only professional
organizations may include members of the professional and business
communities as members.*

Article IV

Dues for membership in *(Name of Your Group)* shall be \$_____ payable each
semester/month/year.

**If your group will not assess dues, this section should state, no dues or other payment will be assessed or required of members.*

Article V

The officers of the *(Name of Your Group)* shall be: *(list officers/not names of people).*

**It must include President, Vice President, Secretary, and Treasurer).*

**Do not list the individual names of the officers, but the titles.*

The duties of the officers shall be as follows: *(describe duties).*

The term of office for each officer shall be: *(state how long an officer will serve).*

Elections of officers will be by simple majority of members present and will be conducted *(state when elections will be held)*. Newly elected officers will begin serving *(immediately upon election/state other date)*.

**The specific officers will vary among different organizations according to its needs. Complex organizational structures with many officers are generally not necessary. It is important, however, to have a basic structure that will ensure efficient and orderly conduct of business. Any special qualifications for holding office should be described. Similarly, duties of officers need not be described in minutiae. The basic duties of each office should be delineated enough detail so that the purposes of the organization may be realized. MTSU policy requires that each organization designate an officer who will be responsible for the collection and disbursement of funds and the maintenance of books and records.*

Article VI

Meetings of the *(Name of Your Group)* shall be held *(specify frequency and time of meeting or as required for the efficient conduct of business).*

Meetings will be conducted in accordance with Robert's Rules of Order.

Article VII

The Constitution may be amended by a 2/3 vote of the members present, the proposed amendment having been distributed to the general membership prior to the meeting.

** A method such as presented above is recommended to change the constitution. All members should have notice of the proposed amendment prior to the meeting and it is further recommended that any proposed amendment be submitted in writing.*

**** All of the above articles**

Article VIII

In the event the organization dissolves, the distribution of funds and assets will be given to _____.

**Examples of how funds could be distributed include, but are not limited to, donating to a non-profit, left to another organization, or deposited back into the general Student Activity Fee fund.*