**HIGHLIGHTED YELLOW=NEED TO CHANGE TO WHAT YOUR ORG WANTS**

**HIGHLIGHTED RED=CHANGE IF WANTED**

**PLEASE REMOVE ALL COLORS AND UNNEEDED FORMATTING PRIOR TO SUBMITTING CONSTITUTION.**

**CONSTITUTION OF ORG NAME**

**ARTICLE I**

**NAME AND PURPOSE**

Section 1

The name of the organization established by this constitution shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of North Dakota State University (NDSU).

Section 2

The purpose of this organization shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARTICLE II**

**MEMBERSHIP**

Section 1

Non-Discrimination Statement:

NDSU is fully committed to equal opportunity in employment decisions and educational programs and activities in compliance with all applicable federal and state laws, and including appropriate affirmative action efforts, for all individuals without regard to race, color, national origin, religion, sex, handicap, age, Vietnam Era Veterans status, or sexual orientation.

Anti-Hazing Statement:

Hazing is prohibited regardless of location, intent or consent of participants. Hazing is defined as any action or situation that intentionally or unintentionally endangers a student for admission into or affiliation with a student organization or group. Such activities and situations include, but are not limited to, paddling in any form; creating excessive fatigue; forced consumption of any substance; forced road trips; morally degrading, demeaning, unsanitary, humiliating games or stunts; and harassment, ridicule or other activities prohibited by law or university policy. It is the responsibility of the organization and its leadership in conjunction with the (inter)national organization, if any, to protect potential members, members or other persons associated with the organization from any hazing activity or practice conducted, condoned, or encouraged by the current members of the organization, alumni or other associates. The university or individuals may file a complaint of hazing with the Dean of Student Life Office. Individuals and/or groups may also be subject to criminal and/or civil liability beyond the jurisdiction of the university.

Section 2

Requirements of Members:

1. Anyone may become a member who:
	1. Is an NDSU student.
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 3

Removal of Members:

1. Ground for removal of members include:
	1. Violation of University Policy
2. A member may be removed by the following process:
	1. A petition to remove the member should be submitted to the president. Such a petition must contain the signature of at least 50 percent of the voting members. When such a petition is received, the President shall call a meeting of the organization to decide upon removal.
	2. The grounds for removal are to be presented by the President at a regular or special meeting of the organization.
	3. The member in question shall be provided an opportunity to present a defense either in person or in writing
	4. A simple majority vote of the members present shall decide upon removal, with voting not to occur sooner than one week after presentation of defense has been made.

Section 4

Appeal of Removal of Member:

1. Members may appeal their removal within two weeks of the vote for removal by requesting the President to call a special meeting of the organization. The President shall notify all members of this meeting, which is to occur at least one week and not more than one month after the appeal request is received by the President.
2. The decision to uphold the vote for removal shall require a simple majority vote of the members present at the special meeting.

**ARTICLE III**

**OFFICERS**

Section 1

The officers of this organization will be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Public Relations
6. Activity Coordinator
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 2

In order to be eligible to hold an office in this organization, the following qualifications must be met:

1. The candidate must be a paid member of the organization.
2. The candidate must maintain a 2.0 GPA.
3. The candidate must have held membership in the organization for at least one semester.

Section 3

Nominations:

1. Nominations must be made at least one meeting before elections.
2. Nominations will be re-opened the day of the elections.

Section 4

Elections:

1. The officers of the organization shall be elected for a term of one year
2. There will be no restrictions placed on the number of terms of office a members may hold
3. Elections will be held in \_\_\_\_\_\_.
4. Election to office will be by a simple majority vote of the present members.

Section 5

Duties of the Officers:

1. The President shall be the principal executive officer and shall have the following duties:
	1. Preside at all meetings of the organization
	2. Call special meetings of the organization
	3. Approve all activities coordinated by other officers and/or members
	4. Appoint committee chairs subject to approval by the Executive Committee
	5. Give final approval over the budget.
	6. Perform other duties as specified in the bylaws.
2. The Vice President shall assume the duties of President in the event of absence of the President. In addition, the Vice President shall have the following duties:
	1. Assume duties of President in case of vacancy of office.
	2. Coordinate all of the speakers for monthly meetings
	3. Serve as the Congress of Student Organizations (CSO) delegate.
	4. Responsible for depositing any funds within one week of receipt.
3. The Secretary shall have the following duties:
	1. Keep a record of all members of the organization.
	2. Keep a record of all activities of the organization.
	3. Keep a record of all minutes of the organization.
	4. Perform other duties as assigned by the President
	5. Maintain a file of annual budget requests and approved budgets
4. The Treasurer shall have the following duties:
	1. Keep all financial records for the organization
	2. Prepare annual budget and all budget requests for funds
	3. Prepare and submit financial reports to the members.
	4. Become familiar with the University accounting procedures and policies
	5. Shall establish required amount of fundraising required.
5. The Public Relations officer shall have the following duties:
	1. Notify all members of meetings, via email, poster etc.
	2. Handle all official correspondence of the organization.
	3. Prepare and file, along with the Secretary, any report required by the University, Student Government, or professional affiliation.
	4. Shall coordinate any necessary fundraising along with the Activity Coordinator.
6. The Activity Coordinator shall have the following duties:
	1. Shall coordinate any necessary fundraising along with the Public Relations Officer.
	2. Shall organize any social activities within the organization.
	3. Responsible for ensuring that the organization maintains its required service hours each semester.

Section 6

Vacancy of an Office:

1. In the event of a vacancy in the office of the President before the expiration of a full term, the Vice President shall assume the duties of the President until a special election can be held.
2. In the event of a vacancy in an office other than the President before the expiration of a full term, a special election shall be called by President within one month to fill the vacancy.

Section 7

Removal of an Officer:

1. Grounds for removal of an officer include:
	1. Violation of University Policy
	2. Failure to perform the duties of the office as set forth in the constitution and bylaws of the organization.
2. An officer may be removed by the following process:
	1. A petition to remove the officer in question must be submitted to another officer. Such a petition must contain the signature of 50 percent of the organization.
	2. The grounds for removal are to be presented by the officer in charge at a regular or special meeting or the organization.
	3. The officer in question shall be provided an opportunity to present a defense either in person or in writing.

Section 8
Appeal of Removal of Officers:

* + 1. An officer may appeal his/her removal within two weeks of the vote for removal by requested a special appeal meeting of the organization. The president, or Vice President, if the President is the officer being removed, shall notify all members of this meeting which is not to occur at least one week and not more than one month after the appeal request is received.
		2. The decision to uphold the vote for removal shall require a simple majority vote of the members present at the meeting.

Section 9
Changes in Officers:

1. All changes in officers in an organization must be changed on the organization’s BlackBoard page within two weeks of such a change. Failure to do so could result in an organization being placed on probation.

**ARTICLE IV
ADVISOR**

Section 1

Adviser Selection:

1. The advisor to this organization must be a member of the NDSU faculty or staff.

 Organization selects an advisor and then asks said advisor

Section 2

The role of the advisor shall be:

1. The advisor shall assist officers and members in accomplishing the purpose of the organization.
2. The advisor shall regularly review the financial record for the organization and forward mailings to the appropriate officer.
3. The advisor shall serve as a resource or consultant to the organization.

**ARTICLE V
MEETINGS**

Section 1

Meetings:

1. Shall occur once a month
2. Shall be called by the president during the academic year.
3. Non-business meetings for the purpose of projects or other activities shall be held as called by the President.

Section 2

Special Meetings:

1. Shall be called by the President upon one week notice to the members.
2. President shall call a special meeting when requested by a committee chair.

Section 3

Quorum:

1. A quorum at business meetings shall consist of a simple majority of the voting membership.
2. Quorum is not required to hold non-business meetings.

**ARTICLE VI
COMMITEES**

Section 1
Authority to Establish Committees:

1. The President and Vice-President have the power to establish committees and nominate committee chairs.

Section 2
Special Committees:

1. These committees may included, but are not limited to:
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARTICLE VII
BYLAWS**

Section 1

Provision for Bylaws:

1. The organization may approve bylaws for the specific operation of the organization.
2. No bylaw shall be adopted that is contrary to the provisions of the constitution.

Section 2

Vote Required:

1. The organization may adopt, amend or rescind any bylaw by a two-thirds vote of the membership.
2. Any proposed bylaw must be publicized to the members at least one meeting prior to the meeting at which it is to be voted upon.

**ARTICLE VIII
AMENDMENTS**

Section 1
Ratification:

1. A proposed amendment to this constitution shall be presented to the members at least one meeting prior to the meeting at which the vote shall be held.
2. This means you need to have the amendment written to present to the organization one meeting prior to the vote for the amendment.
3. Ratification of an amendment to this constitution shall require a two-thirds vote of the members present at a regularily scheduled business meeting of the organization.

Section 2
Submittal to Congress of Student Organizations:

1. Any changes made to this constitution must be submitted to the organization’s Blackboard page. A new constitution must be submitted every three years. Failure to do so could result in probation. (A new constitution doesn’t mean to start from scratch, it means to look through the current one and make any necessary changes.)

Ratification Date

 This is the date that the organization approves the constitution. Every three years or as changes are made to the constitution this date will need to change.

Signatures:

 Each time the constitution has changes made the signatures of the current President of the organization and the current advisor of the organization must be changed as well.

President:

Advisor: