

Student Club & Organization Constitution Guideline & Template

Provided by: Club Council



Please read through the following information, as it is required to be in your club's constitution.

If the following is not stated in your constitution, you will not be recognized by Campus Activities and Club Council. We've provided a constitution template below, your club's constitution is essentially how the club will navigate (i.e. club requirements, dues, elections, club leader's responsibilities, processes, outlines, guidelines, etc). Overall, how the club operates! It helps; club leaders stay organized and ethical, club members understand/agree to their role within the club, if a club leader (i.e. President, VP, Secretary, Treasurer, etc) leaves then the remaining club leaders/members will know how to proceed.

Additionally, Club Council and Campus Activities staff will review and refer to the club's constitution for re-registration and alleged conduct issues/disagreements, "unjust" removal of club leaders or general members, unethical processes/sanctions/requirements, mishandle of club funds or bank accounts, and more! Clubs should be reviewing and updating their constitution at least once a year; we encourage at least once in August and April!

Required Information for Club Constitution:

1. **Membership Requirements:** You must state that the majority of your membership (50%+1) must be AppState students, and only AppState students are allowed to be officers or hold leadership positions.

2. **Supremacy Clause:** You must state that you will abide by all University, State, and Federal laws and policies. Here is the language clubs and organizations need to use:
 - As a club/organization affiliated with Appalachian State University, we are required to comply with all University policies, as well as all State and Federal laws. In the event of conflict between University policy and State and Federal laws, State and Federal law will supersede.
3. **Non-Discrimination Clause:** This clause is created by The General Counsel's Office and is strongly enforced by Campus Activities. Therefore, if the following language isn't in your club/organization's constitution you will not be recognized through Campus Activities and receive the benefits.
 - (YOUR CLUB NAME) "states that no student will be excluded from membership or participation on the basis of their race, color, religious status or historic religious affiliation, sex, national origin, age, political affiliation, veteran status, disability, sexual orientation, gender identity and expression, or unless exempt under Title IX."
4. **Duties of Officers** The responsibilities of your officers must be outlined as well, general responsibilities and tasks that the officer is expected to do while in (respective) position. At minimum, you must outline President & Vice President responsibilities; as they are the only requirements
5. **Process for Election, and Removal of Officers/General Members)**
 - Be sure to include detailed information for how you plan to elect and remove officers. Deliberate with the club - if you have to remove an officer, are you voting in or appointing someone to the vacant position? We also encourage you to include removal of members as well. Do not use vague language! You need to have specific perimeters around removing anyone from the club or their position. The more that's in the constitution, the more we can help down the road.
6. **Finances:** (* only required if club/org has or plans to obtain a club bank account)
 - If you are planning to apply for funding through Club Council then you have to obtain an EIN through the IRS and open an off-campus bank

account. This section needs to be detailed - how will your club/organization manage funds, who is responsible, and the transferring of the organization's bank account and EIN to the next officers. Campus Activities requires two individuals, preferably officers, to be on the club's bank account.

7. **Advisor:** We, as in Campus Activities and Club Council, just learned from our Vice Provost that the UNC System is now requiring clubs and organizations to have an advisor; the advisor has to be a current faculty/staff at App State.

We know this is a last minute change, and at the end of an academic year. If your club does not already have an advisor, please do your best to find an advisor before chartering

- What is the advisor's role and responsibilities, this should be decided between the club members and advisor. Advisors can not hold leadership positions nor vote.

Club Council's Constitution Template

Official Club Name

Abbreviations, Acronyms, Short-Hand, etc

Article I: Club Official Name

Section 1: The name of this organization shall be _____.

Article II: Purpose

Section 1: The purpose of the _____ organization is to _____.

- The most important part of any constitution is its purpose statement. Why does the organization exist? The strong organizations have well defined purposes which are consistent with the broad overall purpose of the University.
- Include some broad objectives. Objectives are essential in moving toward the accomplishment of an organization's goal. They are the "how-to's" of the organization.

Article III: Membership

Section 1: Membership is open to all Appalachian State University students

- You must state that the majority of your membership **(50%+1) must be ASU students, and only ASU students are allowed to be officers.**
- Membership Requirements: These are the specific requirements that are necessary for one to be eligible to join the organization. Types of eligibility: regular, alumni, honorary.
- Membership Responsibilities: This article describes the responsibilities that each person in the organization must fulfill as a member.

Article IV: Membership Fees

Section 1: An annual membership fee of \$_____ is due to the Treasurer.

- **We recommend saying something along the lines of “the fee amount is under the discretion of the President”** along with it being due to the Treasurer. Being specific can be troublesome if the fee would ever change- this would require changing the constitution every time it changed. Being broad eliminates this need.

Section 2: Members who are current on their dues payment shall be classified as “active” members.

Article V: Officers

Section 1: The Executive Board shall be the President, Vice President, Secretary, and Treasurer.

Section 2: The term of office for the Exec Board shall be _____ *(time period- EX. Calendar or academic year)*.

Section 3: Executive Board members must be in good academic and disciplinary standing with Appalachian State University.

Section 4: The Advisor shall be a non-voting member.

Section 5: Only ASU students are allowed to hold an officer position.

Article VI: Duty of Officers

In this section, include how many officers there are, their titles and duties? (examples: Engage - Events/Roster/Positions/access, Who's facilitating meetings, 25Live Requests, documenting meeting notes, organizing volunteers, event planning, managing social media accounts, etc. Do the officers constitute an executive committee? Are there standing committees other than the executive committee, (i.e. Event Planning, Fundraising, Recruitment, etc)

Section 1: Only students in good academic and disciplinary standing may serve as officers.

Section 2: The duties of the President shall be:

- 1.
- 2.
- 3.

Section 3: The duties of the Vice President shall be:

- 1.
- 2.
- 3.

(OPTIONAL) Section 4: The duties of the _____ *(Secretary, Treasurer, Historian, etc)* shall be:

- 1.
- 2.
- 3.

Article VII: Officer Election and Removal

In this section, consider how are officers to be elected? By what type of ballot? By what majority? Who is eligible for office? How may officers be removed?

Section 1: All club officers shall be elected _____ and will serve a term of:

Section 2: Officer elections will consist of the following process

- *go into detail in this section, think through the club's nomination, election, selection process for club officers. Additionally, think through processes for run-off elections or vacant positions*

Section 3: Officer and Member Removal

- *In the event an officer is judged to be deficient in his/her duties (as determined by a unanimous agreement of the remaining executive officers and advisor), he/she may be removed by a two-thirds vote of the active organization membership. The advisor shall oversee all club removal/suspension processes*

Article VIII: Elections & Voting

- *Every organization must have a standardized procedure for voting and elections in order to ensure continuity from year to year. Include eligibility, nomination and election process, and process for removing officers from duty.*

(OPTIONAL) Article IX: Committees

- *Most organizations work through a committee system. In this article the standing and ad hoc committees should be described and their functioning outlines. **If you don't know which committees you will have, then via an "article", grant the authority to develop them.***

Article X: Role of Advisor

- *The role of the faculty/staff advisor plays in an organization is extremely important. That role needs to be well defined in every organization's constitution. They can't be a voting member and must be included in club decisions involving Student/Club Conduct, Finances, removals, etc.*

Article XI: Meeting Procedure

- *How will you run your meetings? Will you use Robert's Rules of Order? In this section establish a framework for how you will conduct business during your formal and informal meetings. Having an organized meeting procedure will help your meetings run more smoothly and efficiently.*

Section 1: All meetings will be held

- *Again, do not be specific; "times will be determined by the President, or exec board, etc."*

Section 2: To be eligible to vote, all members must:

(OPTIONAL) Article XII: Finances

- *Only need this "Article" if your club has or plans to obtain a bank account!!!*
- *In this section, go in detail about how you plan to manage your funds.*
 - *If you are planning to open an off-campus bank account, it must be stated that two officers will be co-signers of checks. (SIDENOTE: you must maintain an off-campus bank account in order to receive funding from the University. We recommend saying that you will maintain an off-campus bank account.)*

Article XIII: Supremacy Clause

- *By having a supremacy clause, your student organization agrees to follow all Appalachian State University, State, and Federal laws and policies.*
- *Your supremacy clause should state the following:*

"As a club/organization affiliated with Appalachian State University, we will comply with all University policies, as well as all State and Federal laws. In the event of conflict between University policy and State and Federal laws, State and Federal law will supersede."

Article XIV: Non-Discrimination Clause

- *The proposed organization must comply with University policies, including University policies on non-discrimination. Consistent with this requirement, the proposed organization must afford opportunities to members on the basis of personal merit and not on the basis of race, color, religion, sex, national origin, age, political affiliation, veteran status, disability, sexual orientation, or gender identity and expression. (Greek social fraternities and sororities are exempt from discrimination prohibitions on the basis of sex by federal law.) Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as the organization does not discriminate on the identities below.*
- “ (YOUR CLUB NAME) states that no student will be excluded from membership or participation on the basis of his or her race, color, religious status or historic religious affiliation, sex, national origin, age, political affiliation, veteran status, disability, sexual orientation, gender identity and expression, or unless exempt under Title IX.”

Article XVI: Amendments & Ratifications

- *How are amendments to be proposed and by whom? Should there be a delay before voting on amendments? How are amendments to be voted upon? Who is eligible to vote?*

Section 1: This constitution will be reviewed annually.

Section 2: The following process must occur for any amendments to this constitution.

*** NOTE: Highly Encouraged but not required**