

## Constitution Template

- I. Name of Organization
- II. Statement of Purpose
  - a. Clearly state the purpose of the organization, along with the desired future events & activities.
  - b. The purpose of the organization must be consistent with the mission of the College.
- III. Membership
  - a. "All members belonging to the organization named \_\_\_\_\_ agree to uphold in the conduct of our affairs all regulations of the College and the State University of New York."
  - b. Membership in \_\_\_\_\_ shall be open to all currently registered students at SUNY Geneseo.
  - c. Associate Members - College staff and faculty, and non-College persons may have associate membership status. However, they may not have voting privileges and the organizations events/meetings shall be predominately registered students at SUNY Geneseo.  
*\*NOTE: This section must be added if your organization allows non-SUNY Geneseo students to be members.*
  - d. All members agree that any involvement in an organization sponsored activity is voluntary. All members must affirm that \_\_\_\_\_'s executive board, advisor, and the college itself are not liable for any injury that may incur during any organization activity.
  - e. \_\_\_\_\_ does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation.
  - f. Membership Eligibility requirements: *Requirements cannot be based on illegal discrimination. Acceptable eligibility requirements include, but not limited to:*
    - 1) Interest in a Subject
    - 2) Grade point average
    - 3) Special qualifications,
    - 4) Living in a certain Residence Hall
    - 5) Completion of certain training
    - 6) Attending practices
    - 7) Paying dues
  - g. Hazing is defined as any action taken or situation created, intentionally, whether on or off private premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. It is illegal in New York State in connection with initiations or at any other time. Organizations responsible for incidents of hazing may lose College recognition and be excluded from the campus. There will be no hazing involved in the recruitment or maintenance process of membership.
  - h. Voting privileges shall be granted to currently registered students at SUNY Geneseo: *(Requirements for voting privileges. May be used for eligibility but cannot be based on illegal discrimination.)*
  - i. The responsibilities of all members shall include: *Attendance, participation, payment of dues, GPA maintenance, no probation or suspension, etc.*
  - j. Dues: *Will there be dues? How will they be determined? What will be the procedure to collect dues? If someone wants to join half-way through the semester, will the dues be less for that person?*
- IV. Officers
  - a. Titles of officers
  - b. Qualifications
  - c. Duties
  - d. Procedures for removal from office

- e. Procedures for filling a vacancy
- V. Elections
- a. Who is eligible to run: Only full-time, fee paying students may serve as officers.
  - b. How nominations will be made
  - c. When elections will be held
  - d. How elections will run (voting)
  - e. How the Impeachment process works: Advisor must oversee all impeachment proceedings.
- VI. Advisor
- a. How advisor will be chosen
  - b. Qualifications
  - c. Expectations of the advisor: Advisor has no voting rights but has veto power for events or activities that directly violate College policy.
  - d. Procedures for changing advisors
- VII. Meetings
- a. When, how frequent, and where will meetings will take place (based on space availability)
  - b. Method of informing members of meetings must be clearly stated.
  - c. How many members necessary to conduct business
- VIII. Finances
- a. Who is responsible for handling the budget
  - b. Where are the funds deposited (SA funded account, SA *Non-funded* account, Bank, or Credit Union)
  - c. How funds will be administered
- IX. Committees (if applicable)
- a. Procedure of appointment
  - b. What committees will be part of the organization
  - c. Committee responsibilities
- X. Affiliation Clause
- a. If the organization is affiliated with a local, regional, or national organization, the constitution must clearly read, "When in conflict, SUNY Geneseo policy will supersede the policies of \_\_\_\_\_."
  - b. Briefly describe the affiliation.
- XI. Liability (if applicable)
- a. At the beginning of each academic year, or upon joining \_\_\_\_\_ organization, members must sign a liability waiver and return it to the Coordinator of Student Organizations and Campus Activities.
  - b. Before each event requiring student carpooling:
    - 1. Drivers must sign and submit "Student Driver Agreement Form"
    - 2. Passengers must sign and submit "Student Passenger Agreement Form"
      - i. These form must be submitted to the department of College Union & Activities
- XII. Amendments
- a. How the constitution can be amended
  - b. How many votes are needed to pass
- XIII. Ratification
- a. How the new constitution (as it presently reads) will go into effect
  - b. Updated constitution must be submitted to the Department of College Union & Activities