

Official registration of University organizations occurs through the Organization Committee. Information and forms may be obtained from the Student Association, Herbert Hall. Telephone: 325-3917.

If your organization is a local chapter of a national organization, you must include one copy of the constitution of the national organization.

SAMPLE CONSTITUTION

ARTICLE I NAME

The name of this organization shall be _____. (If you wish to use Mississippi State University within the organization name, request this of the committee. Religious organizations may not use Mississippi State in their titles.)

ARTICLE II PURPOSE

The primary purpose of this organization shall be to _____.

OR

The specific purposes of this organization shall be the following:

- A. To provide _____.
- B. To promote _____.
- C. To _____.

ARTICLE III LOCATION AND GOVERNMENT

- A. The location of this organization shall be Mississippi State University.
- B. The organization shall be governed by this Constitution and By-Laws*.
(*If you are including By-Laws)
(*DO NOT include the words "By-Laws" if they are not part of your constitution.)

ARTICLE IV MEMBERSHIP

- A. Membership categories shall be the following (membership or inactive members):

1. Active or full membership shall be composed entirely of faculty, students, and staff.
 2. Inactive members shall be composed of alumni and honorary members; however, inactive members may not be allowed to vote or hold office.
- B. Qualifications for membership (list them).
- C. Membership selection procedure (state how you choose members).

ARTICLE V OFFICERS

- A. All executive powers of (Name of Organization) shall be vested in a President, Vice-President, Secretary, and Treasurer (continue if needed). These officers shall be appointed/elected in the fall/spring semester in a manner prescribed by the By-Laws and shall serve a term of one semester/year. (Only refer to By-Laws if you include them).
- B. Duties and Powers of Officers:
1. Duties and powers of the President
 - a. _____.
 - b. _____.
 2. Duties and powers of the Vice-President
 - a. _____.
 - b. _____.
 3. Duties and powers of the Secretary
 - a. _____.
 - b. _____.
 4. Duties and powers of the Treasurer
 - a. _____.
 - b. _____.

(Continue with other officers if applicable.)
- C. Executive Board (define if needed).
- D. The advisor of (Name of Organization) shall be a member of the faculty or staff at Mississippi State University.
1. The advisor (will/will not) have a vote.
 2. List alternatives for selecting advisor(s).
 3. Advisors must sign all financial transactions and University approval forms (including Activity Forms) for events.
- E. Describe removal from office or impeachment proceedings.

ARTICLE VI MEETINGS

- A. Specify how meetings will be conducted (i.e. Order of Business).
- B. Describe if and how Parliamentary Procedure will be used. (i.e. Garfield Jones or Robert's Rules of Order)
- C. If there is a called meeting, the members will be notified at least _____ weeks/days prior to that meeting through a written or verbal notice.
- D. List the procedure for calling a meeting.
- E. A quorum shall consist of some figure you set, e.g., 50 percent plus 1, 3/4 of the membership, or 2/3 of the membership. Some define a quorum as "all members present at a meeting." You should try to realistically judge a figure that will permit you to regularly conduct business, but guard against allowing a handful of people to do so.

ARTICLE VII DUES AND ASSESSMENTS

- A. State how the amount of dues and assessments will be determined and who will determine them.
- B. State when these dues and assessments will be paid.
- C. It must be stated that all financial transactions must be signed by the faculty/staff advisor and the President or Treasurer.

ARTICLE VIII AMENDING PROCEDURE

- A. Amendments to this constitution shall be proposed in writing at least _____ days/weeks prior to the time they are to be voted upon.
- B. Adoption of amendments shall be by a 2/3 vote or a 3/4 vote of either the total membership or of those present and voting.

NOTE: BY ITS NATURE, THE CONSTITUTION SHOULD BE DIFFICULT TO AMEND; THEREFORE, IT SHOULD NOT INCLUDE PROVISIONS SUBJECT TO FREQUENT CHANGE. (i.e., MEETING TIME AND PLACE, AMOUNT OF DUES, ETC.)

ARTICLE IX REVISION

Revision of this Constitution shall be undertaken only if a motion of revision is approved by a (2/3 or 3/4) vote of the members present and voting.

If such a revision is approved, it shall be undertaken by a committee appointed by the President of (Name of Organization). The President shall appoint a member to serve as Chairman of the Revision Committee.

The revision of this Constitution shall be by ballot and shall require a (2/3 or 3/4) vote of the members present and voting.

ARTICLE X NON-DISCRIMINATION CLAUSE

(Name of Organization) does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, group affiliation, handicap/disability, or veteran status.

BY-LAWS – HOW TO WRITE

The By-Laws are next in importance to the Constitution, but are not required to be a registered MSU student organization. The By-Laws include such things as meeting times, method of calling special meetings, duties of officers, details concerning selection of members, name of standing committees, dues and means of amending the By-Laws.

The By-Laws should not include items which are basically procedural or relate to matters of business organization. These latter items are the proper concern of the standing rules. The amending clause should include a requirement that members should receive notice in advance of a meeting at which amendment of the By-Laws is to be considered.

Ordinarily, amendments of the By-Laws require a special majority in order to pass (such as 2/3 or 3/4 or a majority of all members). As with the Constitution, the proposed By-Laws should be considered by paragraph, amended as desired by the organization, and then approved as a whole.