The constitution of an organization lays the fundamental groundwork that will support the organization in its initial stages and for years to come. It is a living document, and will change through the years based on new group stages, goals, and processes. However, when constructing this document, it is imperative to be intentional in developing a document that will be applicable beyond the current year.

The following sample is provided for you as a framework as you begin to construct your constitution. Items in **Bold** print are required clauses that must be included in all ECU student organization constitutions. Items in *italics* are tips for what should be included in each section. Items in standard print outline what each section should address, but not specifically what your policies should be. Use this document as an example; change the policies that are outlined so that they meet the needs of your organization.

The following sections must be included in your constitution:

- **Article I:**  
  **Name**- Should include any affiliations, nicknames, Greek letters, etc.

- **Article II:**  
  **Purpose**- This outlines what your organization is all about. This will be used in various publications to let interested students know what your organization does.

- **Article III:**  
  **Membership**- States membership requirements, benefits and responsibilities of membership, and the role of Associate members as applicable. The Non-discrimination policy must be included.

- **Article IV:**  
  **Officers**- Outlines the selection process, as well as qualification for officers. Academic Requirements for officers must be included; requirements may be more stringent, but not less. Tell specific officer titles and responsibilities.

- **Article V:**  
  **Advisor**- Outlines the selection process, as well as specific responsibilities held by the advisor. The Advisor Clause must be included.

- **Article VI:**  
  **Meetings**- Outline how they will be called and how often they will occur, but not specific days that they will be held. State attendance policy if you have one.

- **Article VII:**  
  **Finances**- Tell how members will be informed of the group’s financial situation. Outline any dues that members will have to pay.

- **Article VIII:**  
  **Committees**- Outline how they will be formed, as well as what committees will be standing.

- **Article IX:**  
  **Hazing**- The Non-Hazing statement must be included.

- **Article X:**  
  **Amendments**- Tell how amendments may be made to this constitution.

- **Article XI:**  
  **Ratification**- This outlines how and when a constitution is accepted and adopted by the organization. The Student Activities and Organizations Office Submission statement must be included.

As you work to develop this document, include the input of executive board members, general body members, and your advisor. Also, please utilize the staff of the Student Activities and Organizations Office in Mendenhall Student Center Room 114.
Constitution
(type the name of your organization)

Article I - Name of Organization
The official name of this organization shall be ______________. Include all nicknames, acronyms, and Greek Letters. Identify if any affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.

Article II - Purpose of Organization
Section 1. The purpose of this organization is to ___________________ for ____________________ by ____________________________________________________________________________________.

Article III - Membership
Section 1. Membership in this organization is open to all ECU students and will not be restricted on the basis of race, color, creed, national origin, religion, gender, age, sexual orientation, disability, or veteran status.

Section 2. Students in good standing with the University (2.0 cumulative G.P.A.) are eligible for membership after attending or participating in an organization event/meeting. As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by ½ vote of officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership.

Section 3. Faculty or Staff members may participate in organizations as associate or guest members. Associate members may participate in meetings and events, but may not hold voting rights or be considered for office. It is not required that your organization accept associate members; however, if you choose to allow them, the above policy is required. It is also required that organizations are comprised of no more than 25% associate or guest members.

Article IV - Officers
Section 1. Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. Members interested in becoming an officer must meet the following academic requirement: 2.5 cumulative G.P.A., and enrollment in at least 6 credit hours at East Carolina University. No officer may hold more than one office at a time.

Section 2. The officers shall be elected by ballot to serve for one year (when to when) until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. A member may only hold an office for two consecutive terms.

Section 3. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals. The officers and individual duties shall be:

A. President
   - Preside over all meetings
     - Prepare the agenda for each meeting
     - Call on members to speak
     - Act as a mediator when necessary
     - Make the final decision in the case of a tie vote
   - Represent the organization on campus
   - Ensure that the organization is operating in conformity with the standards set forth by East Carolina University and the Student
Activities and Organizations Office
• Cosign organization checks with Treasurer
• Maintain communication with organization adviser

B. Vice-president
• Preside over meetings in the absence of the President
• Preside over all committee heads
• Schedule meetings/events with appropriate University offices
• Coordinate organization promotion and publicity of events

C. Secretary
• Maintain an accurate record of all organization meetings and post for members
• Notify members of the place and time of upcoming meetings
• Maintain accurate records of meeting attendance
• Maintain membership and alumni directory
• Correspond when necessary with University administration and other recognized organizations

D. Treasurer
• Maintain accurate record of organization transactions
• Collect dues if required
• Develop organization budget and present to membership for ¾ vote
• Cosign organization checks with President
• Arrange fundraising opportunities for the organization
• Solicit additional funding if needed from the Student Government Association in conjunction with the President

Section 5. Officers may be removed from office by ½ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. In the event of an officer vacancy, a special election will be held at the next meeting to fill the open position.

Article V - Advisor
The advisor shall be a full time faculty or staff member at East Carolina University. The advisor will assume those responsibilities as outlined in this constitution (Do not include the name of your current advisor here). The advisor will be selected by a ½ vote of the Executive Committee and then presented to the general membership for a ¾ vote. Advisors not fulfilling responsibilities or abiding by the organization’s purpose may be removed from the position by a ½ vote of the Executive Committee. Responsibilities of the advisor are as follows:
• Attend at least one meeting each month
• Attend on campus events sponsored by the organization
• Sign any contracts established by the organization with an off-campus entity

Article VI – Meetings
Section 1. The organization shall hold regular (weekly) meetings during the academic term except when holidays, examination periods or other events make meeting impractical. Organization meeting day/time will be determined in the beginning of each semester by a ¾ vote of the general membership.

Section 2. Additional meetings may be called by the President or by the Executive Board. At least three days’ notice shall be given to membership.
Section 3. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the secretary is expected. A quorum shall consist of fifty percent of the membership plus one, which must include at least one officer (a quorum is the number of people that must be present in order to conduct business for the organization). Robert’s Rules of Order (newly revised) shall govern all meetings.

Article VII- Finances
Section 1. The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a ¾ vote. Dues must be paid by (enter week in semester).

Section 2. The treasurer will be required to update members of the status of the budget at the beginning of each semester. This should include a summary of expenditures and credits during the past semester.

Article VIII- Committees
Special committees shall be appointed by the President at a given time as the Executive Board sees necessary. The Vice-President shall oversee and support committee heads. List committees that will always be standing, such as an event committee, finance committee, recognition committee, outreach, etc.

Article IX- Hazing
“Name of organization”, in keeping with ECU’s expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.

“Name of organization” opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual nor recognized organization may by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individuals’ freedom of thought and choice.

According to N.C. Gen. Stat. § 14-35, it is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor. Any violation of this section shall constitute a Class 2 misdemeanor.

It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and “Name of Organization” if there is an instance of hazing by this organization or any of the members of this organization. It will be the duty of the officers of “Name of Organization” to educate the membership of this policy.

Article X - Amendments
Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary.

Article XI - Ratification
This constitution shall become effective upon approval by a ¾ vote of the membership. Ratified constitutions must be submitted to the Student Activities and Organizations Office within 10 days for final approval.