**A Sample Constitution**

**CONSTITUTION**

**(Name of Organization)**

**Murray State University**

**ARTICLE I: NAME AND PURPOSE OF THE ORGANIZATION**

 Section 1 The name of this organization shall be

 Section 2 The purposes of this organization are

 Section 3 This organization is recognized by Murray State University and adheres to

all regulations as set forth in the Student Life Handbook

**ARTICLE II: MEMBERSHIP AND MEANS OF SELECTION OF MEMBERS**

Section 1 Membership shall be limited to students at Murray State University who fulfill the qualifications or and are seated in accordance with the By-Laws of the organization

Section 2 This section should also include:

 -Information about limitation of membership

 -Expectations of membership

 -Incorporate the affirmative action policy listed below:

*Example: Membership in this organization shall not be denied to any student on the basis of race, creed, religion, gender, political affiliation, physical disability, sexual orientation or age.*

**ARTICLE III: OFFICERS**

 Section 1 The elected officers of the organization shall be

 Section 2 Powers and Duties of Officers:

 Section 3 Qualifications necessary to hold office in this organization are as follows:

**ARTICLE IV: MEETINGS**

 Section 1 Regular meetings shall be scheduled at least once per semester.

Section 2 The rest of the section should include:

-Who call meetings and how? Procedures for calling emergency meetings. Who develops agenda?

 -What represents a quorum?

 -Are meetings open or closed? What procedures will used to conduct meetings?

**ARTICLE V: ELECTIONS**

 Section 1 When the elections occurs

 Section 2 Who counts the votes

Section 3 Procedures for general elections and nomination protocol. Election procedures if an officer no longer retains the position.

**ARTICLE VII: DUES**

 Section 1 This organization has the ability to assess the membership dues

**ARTICLE VIII: METHOD TO AMEND THE CONSTITUTION**

 Section 1 What procedure will be used to amend the constitution?

 Section 2 What percentage of membership is needed for amendments to pass?

 Section 3 How does a by-law get established?

*Please note: All student organizations are responsible for informing the Student Organizations Office of any changes to their constitution and giving the office an updated copy.*