The Constitution of an organization contains the fundamental principles which govern its operation and establishes the specific rules of guidance by which the group is to function. All but the most informal groups should have their basic structure and methods of operation in writing.

**Why have a Constitution?**

By definition, an organization is a “body of persons organized for some specific purpose, as a club, union or society.” The process of writing a constitution will clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will allow members and potential members to have a better understanding of what the organization is all about and how it functions. It will provide structure to aid future leaders of your organization in insuring that the group continues on a sound course. If you keep in mind the value of having a written document that clearly describes the framework of your organization, the drafting of the Constitution will be a much easier and more rewarding experience.

**What should be included in a Constitution?**

The following is an outline of the standard information to be included in your Constitution to be consistent with College guidelines. Your constitution must be in the same format as provided. Each article must be included, as well as all sections in **bold type**. (Article XII does not need to be included if your organization is not affiliated with an off-campus organization). Other sections are included to provide some examples of sound organizational practices. You may include these other sections as well as any additional sections you may desire. Remember, the constitution you write is for your organization. It is important that you think through what you want to write so that it reflects your organization’s purpose and needs as well as including Indian River State College’s requirements. The prime objective is to draft a document that covers these topics in a clear and concise manner. If you have questions, you should contact the Coordinator of Student Activities.

**Once you've written it, what do you do with it?**

Remember the reasons for having a constitution. It articulates the purpose of your organization and spells out the procedures to be followed for its orderly functioning. Once you have developed your constitution, review it at least once a year. The needs of your group will change over time and it is important that the constitution is kept up to date to reflect the current state of affairs. Remember that any time you revise the constitution a copy must be filed with the Student Activities Office within 30 days.

Make sure that every member of the organization has a copy of it. This will help unite your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the constitution and bylaws should be part of officer training and transition.
CONSTITUTION OF SAMPLE ORGANIZATION

Preamble
We the students of Indian River State College, in order to establish an efficient representation of the students within the college community, do ordain and establish this Constitution of the Indian River State College Sample Organization.

Article I: Name and Purpose
Section 1: The name of this organization shall be the SAMPLE ORGANIZATION as recognized by the Campus Coalition Government (CCG) of Indian River State College (IRSC).

Section 2: The purposes of this organization are to provide students with opportunities for association and interaction with the faculty and administration of Indian River State College, and to instill the desire for self-improvement, scholastic excellence and the cultivation of civic responsibility.

Section 3: This organization is recognized by Indian River State College, and adheres to all regulations as set forth in the IRSC Student Handbook and the Campus Coalition Government Organizations Manual.

Article II: Membership
Section 1: Membership in this organization shall not be denied to any student of Indian River State College, on the basis of race, color, nationality, ethnicity, gender, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information.

Section 2: Any eligible Indian River State College student who completes and signs a membership application shall be deemed a member upon filing of the application with the secretary.

Section 3: All students pursuing an elected position must be under no collegiate or civil probation and in good academic standing.

Article III: Executive Board
Section 1: Composition – The Executive Board shall be elected by the SAMPLE ORGANIZATION members. The officers shall consist of the following positions: President, Vice President, Secretary, Treasurer, and Parliamentarian.

Section 2: Terms and Qualifications – To be eligible to run for and hold an elected position a student must meet the following requirements:
A. Maintain a cumulative GPA of 2.0 or higher.
B. Must be a currently enrolled student.
C. Expected to serve an entire academic year.
Section 3: Powers and Duties of the SAMPLE ORGANIZATION President
A. Administer, enforce, and abide by the SAMPLE ORGANIZATION Constitution.
B. Attend all official meetings and events.
C. Preside over all meetings.
D. Assist with the scheduling and preparation of agendas and minutes.
E. Prepare and distribute agendas for all meetings.
F. Oversee the running of all meetings; this includes following parliamentary procedure, facilitating discussion and preserving order.
G. Prepare a program agenda at the beginning of each term/semester, which includes: calendar of events for the semester, campus issues to be addressed, and community service projects.
H. Submit a completed copy of all necessary event-planning forms to the SAMPLE ORGANIZATION Advisor(s) a minimum of three (3) weeks prior to each event.
I. Coordinate the implementation of all campaigning efforts.
J. Appoint additional officers, committees, and chairpersons as deemed necessary.
K. Be the official spokesperson for the SAMPLE ORGANIZATION.

Section 4: Powers and Duties of the SAMPLE ORGANIZATION Vice President
A. Administer, enforce, and abide by the SAMPLE ORGANIZATION Constitution.
B. Assist the President in the daily operations of the organization.
C. Attend all official meetings and events.
D. Assist with the scheduling and preparation of the organization’s agendas and minutes.
E. Assume duties and powers of the President in his/her absence.
F. Directly oversee all responsibilities for event planning committees.
G. Oversee the publicity for all campus events.
H. Keep track of all office and program supplies/needs.

Section 5: Powers and Duties of the SAMPLE ORGANIZATION Secretary
A. Administer, enforce, and abide by the SAMPLE ORGANIZATION Constitution.
B. Attend all official meetings and events.
C. Prepare and distribute agendas for each meeting.
D. Record and compile minutes at every meeting.
E. Prepare and distribute minutes from the previous meeting.
F. Maintain an accurate file of all meetings, events and conferences.
G. Maintain a current directory of the organization officers, members, and advisors.
H. Take attendance at all organization meetings.
Section 6: Powers and Duties of the SAMPLE ORGANIZATION Treasurer
A. Administer, enforce, and abide by the SAMPLE ORGANIZATION Constitution.
B. Attend all official meetings and events.
C. Assist with the scheduling and preparation of agendas and minutes.
D. Complete all CCG Point forms in a timely manner and maintain an accurate record of all organization point totals.
E. Maintain an updated file of all SAMPLE ORGANIZATION Point Request forms.

Section 7: Powers and Duties of the SAMPLE ORGANIZATION Parliamentarian
A. Administer, enforce, and abide by the SAMPLE ORGANIZATION Constitution.
B. Attend all official meetings and events.
C. Keep order at all meetings.
D. Ensure that all organization meetings are held in accordance to Robert’s Rules of Order.

Section 8: Failure to meet the minimum qualifications and perform all required tasks, which include but are not limited to the above sections, may result in the removal of a SAMPLE ORGANIZATION Executive Board Officer.

Article IV: CCG – Student Organization Representatives
Section 1: Composition – The organization is responsible for selecting a voting delegate and an alternate to be the official voice of its organization for the CCG. The organization’s advisor is responsible for verifying that their potential representatives meet all CCG membership requirements.

Section 2: Terms and Qualifications – To be eligible to hold the position of representative a student must meet the following requirements:
A. Must be a currently enrolled student.
B. Maintain a cumulative GPA of 2.0 or higher.
C. Shall serve an entire academic year.
D. May not be the official CCG representative for more than one organization.

Section 3: Powers and Duties of Student Organization Representatives
A. Abide by the SAMPLE ORGANIZATION and the CCG Constitution.
B. Attend or provide an alternate for every CCG general assembly meeting.
C. Attend CCG representative training.
D. Accountable to the CCG Executive Board and the organization he/she is representing.
E. Responsible for reporting to the organization all official business of the CCG.
F. Shall be the official voice of the organization at CCG general assembly meetings.

G. Sit on at least one standing committee.

Section 4: Failure to meet the minimum qualifications and perform all required tasks, which include but are not limited to the above sections, may result in the removal of a representative.

Article V: Meetings
Section 1: Regular meetings shall be scheduled at least bi-weekly during the academic year.

Section 2: Special meetings may be called by any elected officer. All members must be given a minimum of 24 hours notice, weekends and holidays excluded, prior to the meeting time.

Section 3: Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as 51% of the organization’s membership.

Article VI: Elections
Section 1: Officers are elected once an academic year. Elections are held at the end of the spring semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present.

Section 2: At least one week's notice shall be provided for any meeting at which an election is to be held.

Article VII: Resignation, Removal, or Impeachment
Section 1: Executive Board
A. Resignation or Removal Process -
   1. In the event of the resignation or removal of the President, the Vice President will become President. All other Executive Board positions will require appointment by the President and Organization Advisor(s) and must be approved by the organization members with a majority vote. The vacant position(s) must be filled within two (2) meetings after said departure from office.

Section 2: Student Organization Representatives
A. Resignation or Removal Process
   1. The CCG Executive Board may remove or recommend that an organization replace its representative due to absence, misconduct, or any other reason the Board sees as valid.
   2. If a representative is removed from his/her office due to absences as outlined in Article VIII, Section 5, the organization that he/she represented will not be permitted to submit funds requests or activities requests until a new representative is elected or appointed.
Section 3: Impeachment Process
  1. Requires a majority vote from the organization members.
  2. In his/her defense, the accused shall have his/her choice of one of the following options: a five (5) minute speech, a five (5) minute speech by another member in his/her defense, or the submission of a written statement in his/her defense.
  3. An impeached Executive Board officer may not run for an office again unless approved by the Organization Advisor.

Article VIII: Advisors
   Section 1: An individual employed on a more than half-time basis by Indian River State College, and will serve as advisor to this organization as required by Student Activities guidelines.

Article IX: Dues
   Section 1: This organization has the ability to assess the membership. Assessments shall be determined by a quorum of the membership annually at a regularly scheduled meeting.

Article X: Method to Amend the Constitution
   Section 1: Proposed constitutional amendments or changes shall be presented to the organization, in writing, one meeting before it may be voted on.
   
   Section 2: Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.
   
   Section 3: A copy of any alteration to this document must be filed within 30 days after any substantive change or amendment in the Student Activities Office at Indian River State College.

Article XI: Disbursal of Organization Assets
   Section 1: In the event the SAMPLE ORGANIZATION should become defunct, all assets will be turned over to the Campus Coalition Government of Indian River State College to be used for student programming on campus.

Article XII: Statement of Affiliation
   Section 1: This organization is affiliated with Sample Organizations International.
   
   Section 2: Any copy of any alteration to the Sample Organizations - International constitution and bylaws must be filed in the Student Activities Office at Indian River State College.

Article XIII: Rules of Order
   Section 1: The SAMPLE ORGANIZATION accepts “Robert’s Rules of Order” (newly revised) as its rules of order.
Section 2: Any issue not directly spoken to in this document will be resolved by referring to the Rules of Order.

This constitution was approved on January 5, 2012.