

STUDENT ORGANIZATIONS SAMPLE CONSTITUTION AND BYLAWS

This is a template of the constitution that your student organization will construct and adhere to. You can either utilize the template or create one of your own.

(Name of Organization) Constitution

ARTICLE I NAME

The name of the organization shall be:

ARTICLE II PURPOSE AND MISSION STATEMENT

The purpose of the organization shall be:

The mission statement of the organization shall be:

ARTICLE III MEMBERSHIP

- Membership in the organization shall be open to those currently enrolled students at the University of Tennessee at Chattanooga who: (list criteria, if any)
- Eligibility for membership or appointed or elected student officer positions in the campus-recognized chapter or group may not be limited on the basis of race, sex, color, age, religion, national origin, marital status, sexual orientation, physical or mental handicap, ancestry or medical condition, except as explicitly exempted in federal law.

ARTICLE IV OFFICERS AND DUTIES

- The officers of this organization shall be: president: vice-president: secretary: treasurer:
- To be eligible for office, candidates must be currently enrolled students at the University of Tennessee at Chattanooga and: (list additional officer criteria, if any).
- Nominations for office shall occur: (list when and how).
- Elections shall occur: (list when and how).
- The term of office shall be for (one year/one semester) and shall begin _____ and end _____.
- Vacancies shall be filled by (list manner) and serve (list time period).
- Officers may be removed from office by: (list manner and vote required).
- The duties of the officers shall be: (list officers and duties).

ARTICLE V FUNDING

- The organization shall be funded through the following means: (list dues, appropriations, etc.)
- All money transactions must be approved by: (list officers/advisors responsible for funds)

ARTICLE VI MEETINGS

- Regular meetings of the organization shall be held: (when).
- Special meetings may be called by: (list manner).
- Agendas for meetings shall be: (list who prepares and how distributed).
- A quorum for any regular or special meeting shall be:



ARTICLE VII POWERS

- The organization shall have the following standing committees: (list names).
- Additional committees may be created by and members to the committees shall be selected by:
- The organization shall operate as a nonprofit association and no profits may accrue to any individual within the organization. Unless otherwise provided in these bylaws, decisions of the organization shall be made by a simple majority of those present and voting, with those abstaining from the vote not figuring into the determination of the majority required. For purposes of any vote, the determination of the current eligible voting membership shall be (list method).

ARTICLE VIII AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

ARTICLE IX ADVISOR

The organization must have an advisor that is a staff member employed full-time at the University of Tennessee at Chattanooga. The role of the advisor is to serve as a resource and provide advisory support for the organization.

ARTICLE X DISSOLUTION CLAUSE

Should the organization be dissolved due to lack of interest or other reasons, it is the responsibility of the current president to notify the Office of the Dean of Students that they have disbanded and provide reason. The treasurer is responsible for ensuring all fundraising dollars go to the appropriate source and notifying the Dean of Students Office that any allocated funding left will not be used.

