SAMPLE CONSTITUTION FOR
STUDENT ORGANIZATIONS

Constitution for _____ Student Organization
DATE _____ (most recent date of amendment)

ARTICLE I: Name and Affiliations
The name of the student organization shall be __________. If the organization is affiliated
with any national organization, include that here.

ARTICLE II: Purpose
The purpose of the student organization shall be to __________ (i.e. to serve as forum for
..., to promote the growth of ..., to foster the continued interest in ..., to provide
experiences designed to develop the skills of ..., to provide members with an
opportunity to ..., to serve the college community by ...). You may put your mission
statement here.

ARTICLE III: Membership
Membership must be limited to students, faculty and staff of the College.
Student members must have a minimum 2.0 G.P.A.
List any requirement for membership (i.e. class, major, GPA if higher than 2.0)
List size limitations for group (i.e. a team of 18, top 25 GPAs for the class).
Discuss selection process, if any.
You must include the following:

We agree to abide by Coconino Community College policy
prohibiting discrimination in organizational membership on
the basis of race, color, culture, creed, religion, national
origin, gender, sexual orientation, marital status, disability,
age or veteran status.

ARTICLE IV: Officers or Executives
List officers/executives and describe qualifications (must include maintaining a
minimum GPA of 2.25

List Duties of each office (President: preside over all meetings, set agendas for
meetings, appoint committees, vote in meetings to break ties, serve as the
organization’s official representative; Vice-President: assume the duties of the
president in his/her absence, other duties; Secretary: take minutes of the meetings,
maintain current attendance records, maintain a schedule of events, be the official
record keeper for the organization; Treasurer: be responsible for recording/
monitoring all organization funds, present a financial report at each meeting, work
with the Student Organization Coordinator in all book-keeping issues).
Provide for vacancies in leadership (how do you replace a leader).
ARTICLE V: Committees
List any standing committees that the organization will have.
State the duties of the committee and how chairs will be selected.
State if there are minimum/maximum limits on the size of each committee.

ARTICLE VI: Advisor
Describe the role your advisor shall play, and the qualifications for advisor (must at least be a faculty or staff member at the College).

ARTICLE VII: Amendments
Describe how this constitution may be amended (changed). Generally a 2/3 vote is required.

ARTICLE VIII: Ratification
The constitution may be self-ratifying (automatic) or it may require a vote of 2/3.
Ex.: This constitution shall become effective upon the approval of Student Support Services at Coconino Community College.

BY-LAWS OUTLINE
Section 1. Membership
Provide more details of members’ rights and duties. Include information on expulsion and resignation procedures. Give information on honorary membership. List and refer to any national or regional affiliation information regarding membership requirements.

Section 2: Fees
State initiation fees and/or annual dues, if any. Include consequences of delinquency in payment.

Section 3: Elections
Outline the nomination process, when officer elections shall take place (annually, in the month of ___), the voting process (simple majority; absentee ballots; secret ballots).

Section 4: Meetings
Provide information on the method of running meetings (i.e. “Robert’s Rules of Order”). Outline expectancies of attendance at meetings.

Section 5: Quorum
State the minimum number of people to constitute a quorum. A quorum is the minimum number needed to make a decision on behalf of the organization.

Section 6: Amendment of the By-Laws.
Generally by-laws may be amended by a majority vote.

For questions, please contact Student Development Services at (928) 226-4323.