[Student Organziation Name]

Lafayette College

CONSTITUTION

\*Items in blue should be personalized to your organization.

\*Items in purple are optional.

\*Items in red are for Sports Clubs

**ARTICLE I:** Name

The name of this organization shall be the [Name of Organization], also referred to as [acronym if applicable].

**SPORTS CLUBS**, as per the handbook, must use the word “club” in their name if a corresponding sport is sponsored by the Athletics Department.

**ARTICLE II:** Purpose and Scope

**Section 1: Purpose Statement**

The purpose of this club is …. \*Your organization's mission statement

**Section 2: Goals/Objectives**

In pursuit of this general purpose, the [Organization Name] will aim to:

\*List at least 3 goals/objectives for your organization.

**Section 3: Relationship & Policy Agreement**

As a recognized Lafayette College student organization, the [Organization Name] will have access to advising and resources through the Division of Student Life and the Lafayette College Student Government, however, the [Organization Name] activities are not supervised by Lafayette College staff or Student Government Representatives. The members of the organization itself are responsible for following all College policies and state laws and for ensuring the safety, security, and appropriate and lawful behavior of the membership as well as any students involved in activities sponsored by the organization.

**Section 4: Affiliation**

If your organization is affiliated with a national or international organization, details of the affiliation should be described here.

**SPORTS CLUBS** should indicate their NGB, RGB, and/or the local league in which the club will participate. An overview of the benefits of membership should be included.

**ARTICLE III:** Membership

**Section 1: Nondiscrimination**

In keeping with Lafayette College’s policy of nondiscrimination, membership in [Organization Name] is open to all students of Lafayette College, regardless of race, color, national or ethnic origin, disability, religion, age, military or veteran status, sex, sexual orientation, gender identity or expression, marital or familial status, pregnancy, genetic information, or any other characteristic protected by law.

**Section 2: Active Members**

Active membership in the [Organization Name] shall be limited to students who are currently enrolled at Lafayette College. \*list what active membership means. Ex. A person is an active member by attending regularly scheduled meetings and events. Indicate if students studying abroad can be active members. You could also include that active members must attend at least one meeting each month, etc. Active members are eligible to vote and hold office. Other members of Lafayette College such as faculty, staff, and alumni may participate but only as non-voting associate or honorary members.

**SPORTS CLUBS** must specify that all members register on DSE via <https://recreation.lafayette.edu/join-a-sports-club/> website.

**Section 3: Selection of New Members**

Describe the process of new members joining the organization and if there are any requirements.

Ex. To obtain active member status, prospective members can join after attending two consecutive organization meetings and paying any necessary dues. There is no formal application or interview required. To maintain active membership, members must attend at least two meetings each month.

**Section 4: Hazing**

​​Lafayette College requires that no student participate in and that no student organization allow any of its prospective members, new members, members, or others to participate in any ceremony or practice that involves mental or physical exhaustion or abuse, or in any way interferes with the students’ mental or physical ability to perform their work at Lafayette College. These rites must not reflect unfavorably upon either the group or the College or be of a dangerous, rude, or demeaning nature. Hazing, whether it occurs on or off campus, is prohibited and will be subject to sanctioning through the conduct process.

**Section 5: Voluntary Member Withdrawal**

Any member can, at any time, voluntarily withdraw their membership from the organization.

**Section 6: Non-Voluntary Member Withdrawal**

Formal disciplinary procedures against a member “should generally be regarded as a drastic step reserved for serious situations or those potentially so”, and in such situations “proper and tactful handling of the case is of prime importance.” Also, “it is usually in the best interests of the organization to first make every effort to obtain a satisfactory solution of the matter quietly and informally.” *Robert’s Rules of Order 61:4.*

[list the reasons why a member may be removed and the specific process]

Ex.

1. Any behavior by a member of the student organization that is deemed problematic, unsafe, exclusionary, or disruptive, and or actions deemed unacceptable by the Student Code of Conduct may be grounds for removal. If a member’s conduct is deemed as such, notice of the concerns should be presented in writing to the President, Vice President, and Advisor. The removal of an Executive Officer is described in Article 6, Section 6.
2. The active member should then be given notice of the concerns raised by the membership (verbal and in writing) by the Executive Officers with the Advisor present.
3. A second meeting should be held between the active member, Executive Officers, and Advisor to discuss the concerns and determine the outcome. The Advisor should serve as a non-voting mediator.

Section 7: Dues

\*If applicable, list dues requirements (amount, frequency/date of payment, and consequences of non-payment).

Ex. Annual dues of $50 shall be paid by October 1st of each academic year. Individuals seeking active membership in the club past October 2nd shall pay the annual dues at the next business meeting. Failure to pay dues will result in the revocation of active membership.

**ARTICLE IV:** Organizational Leadership

**Section 1: Officers**

The officers of the [Organization Name] shall be the President, [the Vice President, the Secretary, and the Treasurer], which will serve as the Executive Committee.

\*You must have at least 4 Executive Officers, one being President and if requesting funding, one being Treasurer. See examples at the end of this document for potential position descriptions.

**SPORTS CLUBS** must clarify if the coach/instructor and/or team Captains are part of the Executive Board and/or are permitted to vote.

**Section 2:** The President shall:

* 1.

**Section 3:** The Vice-President shall:

**SPORTS CLUBS** must specify that the VP will serve as the primary safety leader/risk manager (even if that person is not going to be a certified Safety Officer)

**Section 4:** The Secretary shall:

**Section 5:** The Treasurer shall:

1.

Section 6, 7, etc.: Add any additional officers and their duties.

**ARTICLE V: Advisor**

**Section 1:** The [Organization Name] will be advised by a Lafayette College faculty, staff, or a full-time employee.

**Section 2:** The organization is free to select any eligible employee to serve as the advisor to the organization. Upon selection, the advisor must be approved by the Director of Student Involvement.

**Section 3:** The Advisor shall:

* 1. Provide guidance and support
	2. Advise the group on College policies and procedures and risk management
	3. Attend meetings and major functions of the [Organization Name]
	4. Include any other duties.

**ARTICLE VI: Officer Terms and Election Procedures**

**Section 1: Term**

The terms of all officers of the [Organization Name] shall be one year [indicate calendar year or academic year]. Officers may serve multiple consecutive terms.

**SPORTS CLUBS** are **REQUIRED** to use the calendar year as their officer term.

**Section 2: Election Timeline**

All officers shall be elected on or before [date] of each year, with their term effective beginning [date].

Ex. All officers shall be elected on or before the last day of the fall semester, with their term beginning the first day of the spring semester.

**SPORTS CLUBS** are **REQUIRED** to conduct their elections in the fall semester each year. The club will then follow a president-elect, past president system to ensure the reliable and accurate transfer of information needed to run the club. A representative from the Office of Recreation Services can be made available to audit the election process and count votes, upon request.

**Section 3: Officer Criteria**

All officers shall be elected from the active members. Any student seeking to hold office must have and maintain good academic and judicial standing. \*Include any additional criteria such as a GPA requirement, prior leadership experience, special skills, etc.

**Section 4: Election Process**

\*Describe your process. Example below.

* 1. The President will announce that elections will be occurring and communicate the process and timeline to the active members.
	2. A quorum (simple majority) of active members must be present for all meetings where nominations or elections take place.
	3. Any member may nominate any active member for a position, including themselves. All nominations must be accepted by the nominee in order to be considered.
	4. Nominations will be closed by the President after all nominations are accepted for each office.
	5. In the event that only one individual accepts a nomination for a position, they will assume the position for the coming year. If two or more individuals accept the nomination, it will be put to a vote.
	6. Voting shall occur by a secret ballot distributed to each active member in attendance at the meeting. The ballots shall be tabulated by any officer not on the ballot and/or the Advisor. A majority is required to elect Executive Officers.

Section 5: Officer Resignation

Any officer can, at any time, voluntarily resign from their position with proper notice given to the other officers and Advisor.

Section 6: Officer Impeachment

Officers can be impeached by [list the reasons and specific process].

Example:

1. The membership may request that an Executive Officer step down from their duties for failing to complete the duties of their office or if their conduct violates the College’s Code of Conduct in a manner warranting disciplinary action from the College. The organization’s Advisor should serve as a non-voting mediator for these proceedings. The impeachment hearing must occur while classes are in session. The Executive Officer should be given notice of concerns raised by the membership (verbal and written communication) at a regular meeting at which three-fourths (3/4) of the active members are present.
2. At the next regular meeting, three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. The moderator of the impeachment hearing will be the President unless they are being impeached, in which case it will be the Vice President. The moderator cannot be the Officer being impeached. Each side will be given the opportunity to present their case and the active members may ask questions.
3. The membership upon hearing the case shall vote. A three-fourths (¾) affirmative vote of all present members is required to remove the Executive officer from office.

**SPORTS CLUBS** should also include the removal process for coaches and/or team captains, as relevant to each club.

Section 7: Officer Succession

If not specified within the Officer Duties, list who will assume a certain officer’s responsibilities for the interim in the event of resignation or impeachment.

Ex. Should the office of the President be vacant, the Vice President shall become the President and assume all of the responsibilities of that office. Should the office of any of the remaining officers become vacant, a special election will be held at the next meeting, following the process outlined in Article 6, Section 4.

**ARTICLE VII:** Meetings and Programs

**Section 1:**  The first meeting of the fall semester shall be within two weeks after classes start.

**Section 2:** At least one business meeting should be held per month. A business meeting is defined as an official publicly advertised meeting with quorum present and minutes recorded.

**Section 3:** Quorum: A simple majority of the membership is required to conduct business (half plus one).

***Section 4:*** Robert’s Rules of Order shall govern meetings in all cases except when in conflict with this constitution and with general College regulations.

Section 5, 6, etc.: Describe any other operations details. For example, list the committees of the organization, the functions of the committees, how members serve on committees, etc. List special events or programs that the organization will host/sponsor.

**ARTICLE VIII:** Constitutional Amendments

Section 1: Amendments to the Constitution must be proposed in writing by an active member of the [Organization Name] at any regular meeting at which two-thirds (⅔) of the active members are present.

Section 2: Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal and discussion period.

Section 3: Proposed amendments will become effective following a three-fourths (¾) affirmative vote of the active members.

**ARTICLE VIII:** Risk Management **(SPORTS CLUBS - ADDITIONAL SECTION)**

Section 1: Injuries

1. Describe the procedures that the club has put in place to mitigate the risk of personal injuries.

Section 2: Finances

1. Describe the procedures that the club has put in place to mitigate the risk of running a deficit or compromising the College in the case of a financial audit.

Section 3: Hazing

1. Describe the procedures that the club has put in place to reduce the risk of acts or behaviors which could be categorized as hazing.

DOCUMENT HISTORY:

Created: Month, Day, Year

**Potential Position Descriptions**

President

* Serves as the chief executive officer of the organization
* Serves as the primary contact and external liaison for the organization
* Presides over all organization meetings
* Supervises all organization activities

Vice President

* Assists the President with oversight of the organization
* Assumes the duties of the President in the event of the President’s absence or removal from office
* Coordinates organizational recruitment and retainment efforts
* Serves as Parliamentarian

Secretary

* Keeps a record of all members of the organization
* Keeps a record of all activities of the organization
* Creates and distributes agendas for each meeting of the organization
* Notifies all members of meetings
* Keeps and distributes minutes of each meeting of the organization
* Prepares the organization's calendar of events
* Handles all official correspondence of the organization

Treasurer

* Keeps all financial records of the organization
* Collects organization dues
* Prepares and submits budget requests
* Is familiar with accounting procedures and policies

Other positions may include: PR & Marketing Chair, Historian, Membership Coordinator, Events Chair, Diversity Officer, League Coordinator