



INDIANA UNIVERSITY
BLOOMINGTON

Constitutions

All student organizations must also create and maintain a constitution. A constitution contains the fundamental principles which govern an organization's operation. The development of a constitution will serve to clarify your purpose and delineate your basic operating structure. It will also allow members and potential members to have a better understanding of what the organization is all about.

The Statement of University Compliance, the Anti-Hazing Policy, and the Personal Gain Clause MUST appear exactly as written in EVERY student organization constitution.

- **Statement of University Compliance:** This organization shall comply with all Indiana University regulations, and local, state, and federal laws.
- **Anti-Hazing Policy:** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
- **Personal Gain Clause:** This organization shall ethically raise and distribute profits from organizational functions to the organization, not individual members.
Individual students may not receive money from a student organization event for personal gain.

Student Organizations are encouraged to include the Statement of Non-Discrimination in their constitution.

Statement of Non-Discrimination: Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

* Note: Organizations may alter the statement of non-discrimination based on the purpose of the organization.

Compliance with University Policy

All student organizations are expected to comply with all Indiana University policies and regulations. ***Violations may result in loss of full or partial student organization benefits and my subject the student organization to the Student Organization Ethics Board process.*** Specifically, sections outlining the judicial process, hazing, and alcohol are outlined below. A complete copy of the Code is available online at <http://www.dsa.indiana.edu/Code>.

Student organizations accused of violating any part of the Indiana University Code of Student Rights, Responsibilities, and Conduct face judicial sanctions, as outlined in Appendix D.

The Indiana University Code of Student Rights, Responsibility and Conduct defines hazing as, "any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent" (III.B.17). As such, all student organizations are prohibited from such behavior.

Unauthorized possession or use of alcoholic beverages is also prohibited by student organizations. See Appendices A and E for more information regarding IU's alcohol policy.

NOTE: This handbook is not an exhaustive listing of all University policies. Instead, it is meant to be a guide for student organizations. Each organization is responsible for knowing and abiding by all University policies and procedures as well as federal, state, and local laws.

Student Activities

900 E. 7th Street, Indiana Memorial Union room 371, Bloomington, IN 47405
(812) 855-4311 • <http://sao.indiana.edu> • sao@indiana.edu



**INDIANA UNIVERSITY
BLOOMINGTON**

Student Organization Sample Constitution

This sample constitutional structure is provided to fully explain each section of the document in order to aid your organization in getting off to a good start and maintaining proper standing with the University.

Why and When

The purpose of an organizational constitution is to ensure efficiency, fair and equal consideration, clarification and continuity in the regular operations of your group. Each student group should have standard operating principles and procedural rules, which this document merely states in writing. Each time new officers are elected, the constitution should be reviewed to ensure it is up to date. When a constitution is clear, concise and followed, it will allow an organization to grow and develop because less time is needed to focus on minute details. Constitutions must be resubmitted to the Student Activities every two years.

What

These guidelines are designed to assist organizations in their formation and anticipation of future problems. The constitution should be tailored to your organization's specific needs. In addition, student organization constitutions will be drafted to ensure all members and activities are in accordance with University policy, avoiding future conflict. If your constitution is not in accordance with these guidelines, SO&LD will ask you to resubmit a draft that has the proper changes; official registration with IU will be delayed until the proper changes have been made. Please note the sections in BOLD TYPE, taken from the Code of Student Rights, Responsibilities, and Conduct. In accordance with the Code, student organization constitutions should contain language indicative of the group's adherence to University anti-discrimination and anti-hazing policies.

Listed below are the component parts of the constitution, which must be included. Specific article numbers may vary from group to group, but all the information must be included. If you require any further assistance in drafting your organization's constitution, please contact Student Activities in Room 371 of the Indiana Memorial Union at (812) 855-4311.

Title

Constitution should be entitled "Constitution of [Official name of the organization]"

Preamble

Should state the full, official name of the organization as well as the purpose, aims and function of the group.

Article I: Membership

This section must be written exactly as follows for student groups who have or are applying for a Student Organization Account (with the exception of groups that are exempt from Title IX):

Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. (See section I.D.3(c) on page 6 of the Code.)

Groups who do not wish to have or apply for Student Organization Accounts are encouraged to include the above statement.

State the limitations of membership, if any (maximum or minimum limits). A group or organization cannot qualify as a student group or organization unless all of its officers and a majority of its members are currently enrolled at Indiana University [section I.D.3(b)].

State the different classes of membership and the requirements for and rights of each class, if any.

State the procedure for selection and revocation of membership. For example: How does the organization admit persons to or remove persons from membership?

Is membership contingent on payment of dues?

Student Activities

900 E. 7th Street, Indiana Memorial Union room 371, Bloomington, IN 47405
(812) 855-4311 • <http://sao.indiana.edu> • sao@indiana.edu



**INDIANA UNIVERSITY
BLOOMINGTON**

Article II: University Compliance

This section **MUST** be written exactly as follows: This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

State the title of all officers. What are the duties and responsibilities of each?

What are your requirements for executive officers (i.e. GPA, experience...)? What other requirements are you looking for in officers?

How long do officers serve? When do they take office? When do they turn over their office? Do past officers have a specific role in the organization?

How are officer vacancies filled? How do officers resign?

Will Executive Officer meetings be held? How often? Who calls these meetings? If the organization has an advisor, is this person considered an Executive Officer? How are decisions made at these meetings?

How are officers elected or selected? How may a vacant office be filled?

What is the procedure for removing a person from office?

*Responsibilities to consider:

- Keeping advisor current on organization activities
- Supervising officers and/or committees
- Calling general and Executive meetings
- Presiding in the absence of the President
- Developing meeting agendas
- Taking & distributing meeting minutes
- Maintaining lists of organization members
- Completing required University paperwork
- Setting organization goals (short and long term)
- Developing and maintaining organization budget
- Maintaining records of organization spending

Article IV: Advisor

(Optional: If the organization has an advisor this article must be included. In order to apply for a Student Organization Account, a group **MUST** have a faculty or staff advisor.)

What are the responsibilities and duties of the advisor?

Article V: Meetings

Are there regular membership meetings? If so, how often will regular meetings be held? How are they advertised? Who has the authority to call meetings?

Who sets the agenda for meetings? What rules of order are followed?

How are emergency or special meetings called? Who has the authority to call these meetings? How are members notified of these emergency/special meetings?

How is attendance recorded for meetings (if necessary)?

Article VI: Elections

When and how frequently will elections be held?

How are people nominated to run for an office?

Is voting by secret ballot or open show of hands? What percentage of members must be present and voting for a candidate to be elected?

By what means and how far in advance will membership be notified of an upcoming election?

Article VII: Non-Hazing

This section **MUST** be written exactly as follows: Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Student Activities

900 E. 7th Street, Indiana Memorial Union room 371, Bloomington, IN 47405
(812) 855-4311 • <http://sao.indiana.edu> • sao@indiana.edu



**INDIANA UNIVERSITY
BLOOMINGTON**

Article VIII: Dues & Budgets

Are dues charged by the organization for membership? If so, how is the amount determined?
How often are dues collected? What happens to members who haven't paid dues by the deadline?
Who collects dues?
Who creates and maintains the group's budget? How often is the budget revised?

Article IX: Finances

Who is in charge of financial affairs?
Will the organization be applying for or maintaining a Student Organization Account?
State accordance with the Student Organization Accounts office policies and procedures.
If the group is not planning on holding a Student Organization Account, what type of financial maintenance will the group utilize?
What happens to the remaining money if the group dissolves?

Article X: Personal Gain Clause

Personal Gain Clause: This organization shall ethically raise and distribute profits from organizational functions to the organization, not individual members.
Individual students may not receive money from a student organization event for personal gain.

Article XI: Amendments

How will all eligible voting members be notified of proposed amendments (i.e. announcements at meetings, email, posting etc)?
What vote is required to ratify an amendment (i.e. 2/3 or 3/4 of total or present members)?
Once approved by the organization, all constitutions with amendments must be submitted to the SO&LD for approval.

Article XII: Ratification

If more than a majority of those present is desired to ratify this constitution, then this article must be included.

Student Activities

900 E. 7th Street, Indiana Memorial Union room 371, Bloomington, IN 47405
(812) 855-4311 • <http://sao.indiana.edu> • sao@indiana.edu