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Student Organization Council

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**Student Organization Constitution Guideline**

1. **PREAMBLE**: INTRODUCTORY STATEMENT EXPLAINING THE CONSTITUTION’S PURPOSE AND PHILOSOPHY. SHOULD START WITH, “WE THE MEMBERS OF \_\_\_\_\_ ORGANIZATION…”
2. **NAME**: STATE THE CHOSEN NAME OF YOUR GROUP IN THE BODY OF THE CONSTITUTION. THIS WILL BE THE OFFICIAL NAME REQUIRED ON ALL POSTED MATERIALS. YOUR NAME CANNOT START WITH OR INCLUDE THE FOLLOWING WORDS: “Barry University”, “Barry”, or “BarryU”.
3. **PURPOSE**: DESCRIBE THE KEY FACTORS FOR THE EXISTENCE OF YOUR GROUP. THE PURPOSE MAY BE A LIST OR A STATEMENT. SOME IDEAS TO HELP YOU ARE:
	1. WHY ARE YOU AN ORGANIZATION?
	2. WHAT DO YOU STAND FOR?
	3. WHAT DO HOPE TO ACCOMPLISH AS AN ORGANIZATION?
4. **AFFILIATION**: STATE ANY REGIONAL, STATE, NATIONAL OR NON-PROFIT ORGANIZATIONS YOUR STUDENT ORGANIZATION IS AFFILIATED WITH. STATE THE ROLE THIS AFFILIATE GROUP HAS WITH YOUR PARTICULAR ORGANIZATION.

*NOTE: THIS IS APPLICABLE, ALL STUDENT ORGANIZATIONS MAY NOT HAVE AN AFFILIATION, AND THAT IS FINE.*

1. **GOVERNANCE**: STATE THE GOVERNING BODY IN THE CLUB OR ORGANZAITIONS IS RUN BY. GENERALLY THIS WOULD CONSIST OF THE EXECUTIVE BOARD AND THE LEGISLATURE (NON OFFICERS WITH VOTING PRIVLEDGES).
	1. THIS TYPICALLY CONSISTS OF:
		1. PRESIDENT
		2. VICE PRESIDENT
		3. TREASURER
		4. SECRETARY
	2. HOWEVER YOU HAVE FREEDOM TO CHOOSE TO ADD, ALTER, AND REMOVE ANY POSITIONS YOU BELIEVE YOUR ORGANIZATION NEEDS:
		1. PUBLIC RELATIONS OFFICER
		2. SERGEANT-AT-ARMS
		3. SOC/SGA REPRESENTATIVE
		4. COMMUNITY SERVICE CHAIR, ETC.

IN THE SITUATION THAT A CLUB OR ORGANIZATION HAS “STREET TEAMS” OR COMMITTEES THAT ARE NOT TECHNICALLY EXECUTIVE BOARD MEMBERS OF THE CLUB, THIS MAY BE INCLUDED IN THE GOVERNANCE SECTION AS WELL. (IF THIS IS THE CASE, RULES AND POLICIES REGARDING THIS TEAMS AND COMMITTES SHOULD BE COVERED IN THE MEMBERSHIP SECTION).

1. **MEMBERSHIP**: MEMBERSHIP REQUIREMENTS MUST BE STATED IN THEIR ENTIRETY.
	1. DESCRIBE THE ELIGIBLITY REQUIREMENTS FOR MEMBERSHIP: DUES, ATTENDANCE AT EVENTS, ETC. (IF APPLICABLE). PLEASE NOTE*:*
		1. MEMBERSHIP IS LIMITED TO CURRENTLY REGISTERED FULL-TIME UNDERGRADUATE OR GRADUATE STUDENTS.
		2. ALL MEMBERS OF STUDENT ORGANIZATIONS AT BARRY UNIVERSITY MUST POSSES A MINIMUM CUMULATIVE GPA OF 2.5.
	2. TO COMPLY WITH FEDERAL GUIDELINES, PLEASE INCLUDE THE FOLLOWING STATEMENT:

*"THIS ORGANIZATION WILL NOT DENY MEMBERSHIP TO ANY PERSON ON THE BASIS OF RACE, AGE, RELIGION, SEX, SEXUAL ORIENTATION, PHYSICAL HANDICAP, COLOR, MARITAL STATUS, NATIONAL ORIGIN, LANGUAGE OR CREED."*

1. **VOTING PRIVILEGES**: ADDITIONAL CRITERIA CAN BE REQUIRED FOR MEMBERS TO RECEIVE VOTING PRIVILEGES. THIS HELPS ENSURE THAT THOSE VOTING HAVE A VESTED INTEREST IN THE GROUP.
	1. FOR EXAMPLE SOME REQUIREMENTS COULD BE:
		1. PAYING DUES AND REGISTRATION - A MEMBER MUST HAVE PAID CURRENT DUES AND ARE CURRENTLY ON THE MEMBERSHIP ROSTER.
	2. SET QUORUM – STATE THE PERCENTAGE OF THE MEMBERSHIP THAT MUST BE PRESENT TO PASS, DENY, OR TABLE A DISCUSSION OR ITEM.
		1. FOR EXAMPLE: 50% PLUS 1 CONSTITUTES QUORUM, OR 75%, OR 2/3, ETC.
2. **DUES & FEES:** STATE WHAT FEES ARE ASSOCIATED WITH BEING A PART OF THIS CLUB OR ORGANIZATION. IF NO FEES ARE NECESSARY, PLEASE STATE SO IN THIS SECTION.\
3. **MEETINGS**: THIS SECTION SHALL ADDRESS:
	1. FREQUENCY OF MEETINGS; SET TIME-FRAME FOR MEETINGS (WEEKLY, MONTHLY, OR ANNUALLY).
		1. A REGULAR MEETING TIME AND PLACE HELPS ATTENDANCE AND COMMUNICATION.
	2. QUORUM - STATE THE PERCENTAGE OF THE MEMBERSHIP THAT MUST BE PRESENT AT A MEETING IN ORDER TO CONDUCT BUSINESS AND HOW DECISIONS WILL BE MADE.
		1. FOR EXAMPLE: 2/3 OF THE VOTING MEMBERSHIP CONSTITUTES A QUORUM AND 51% OR SIMPLE MAJORITY IS NECESSARY TO PASS AN ISSUE.
	3. STATE THE REFERENCE GUIDE TO BE USED IN PARLIAMENTARY INSTANCES NOT COVERED IN THE CONSTITUTION AND BY-LAWS (EX. ROBERTS RULES OF ORDER).
	4. AGENDA - OUTLINE THE STANDARD AGENDA YOUR GROUP WILL FOLLOW:
		1. ROLL CALL
		2. READING OF MINUTES
		3. OFFICER REPORTS
		4. OLD BUSINESS
		5. NEW BUSINESS
		6. ANNOUNCEMENTS
		7. ADJOURNMENT
4. **ROLES AND RESPONSIBILITIES:**
	1. QUALIFICATIONS - STATE WHAT QUALIFICATIONS ARE NECESSARY FOR A MEMBER TO BE ELIGIBLE TO BE AN OFFICER OF THE CLUB OR ORGANZIATION. SOME QUALIFICATIONS YOU MAY WANT TO IMPLEMENT INCLUDE:
		1. GPA;
		2. HOW LONG THEY HAVE BEEN A MEMBER;
		3. HOW ACTIVE OF A MEMBER THEY HAVE BEEN (ATTENDS MEETINGS REGULARLY, ASISTS AND PARTICIPATES WITH CLUB EVENTS, ETC.).
	2. DUTIES OF EXECUTIVE BOARD OFFICERS - LIST EACH OFFICER AND WHAT THE INDIVIDUAL RESPONSIBILITIES OF THAT OFFICER ARE. PLEASE SEE ARTICLE IV (GOVERNANCE) FOR MORE DETAILS.

FOR ADDITIONAL EXAMPLES OF DUTIES FOR OFFICER, YOU CAN REFERENCE THE FOLLOWING SOURCES:

* <http://www.semo.edu/pdf/old/Lead_OfficerRoles_2009.pdf>.
* <http://alumni.dartmouth.edu/Communities/clubs/media/clubs/documents/clubstructureanddutiesofofficers.pdf>.
* <https://www.rocky.edu/academics/academic-programs/undergraduate-majors/psychology/psychology_club/OfficerRolesResponsibilities.php>.
	1. EXECUTIVE BOARD ATTENDANCE - STATE THE ATTENDANCE POLICY REQUIRED TO MAINTAIN STATUS AS AN OFFICER.
		1. MUST OFFICERS ATTEND ALL EBOARD AND GENERAL BODY MEETINGS?
		2. MUST OFFICERS ATTEND EVENTS?
1. **REMOVAL OF OFFICERS:** STATE THE PROCESS FOR REMOVING AN OFFICER.
	1. GENERALLY REQUIRES A 2/3 VOTE OF ALL VOTING MEMBERS IN THE CLUB OR ORGANZIATION.
	2. REASONS FOR REMOVING OFFICERS MUST BE CLEAR, SPECIFIC, AND RELATED TO THE INEFFECTIVE COMPLETION OF THE INDIVIDUAL’S ROLES/DUTIES; WHICH MAY INCLUDE:
		1. POOR ATTENDANCE AT EVENTS OR MEETINGS,
		2. DISORDERLY CONDUCT WITH MEMBERS OR FELLOW OFFICERS,
		3. FAILURE TO COMPLETE OUTLINED RESPONSIBILITIES, ETC.
2. **ELECTION OF OFFICERS**: CLEARLY STATE THE PROCESS BY WHICH A STUDENT CAN BE NOMINATED AND ELECTED TO AN EXECUTIVE BOARD AND/OR LEADERSHIP POSITION WITHIN THE ORGANIZATION. SOME EXAMPLES FOR PROCEDURES FOR ELECTION OF OFFICERS COULD INCLUDE:
	1. FREQUENCY OF ELECTIONS – IS IT HELD IN THE FALL OR SPRING SEMESTER? EACH SEMESTER OR ONCE A SCHOOL YEAR?
	2. METHOD OF ANNOUNCING ELECTION AND LENGTH OF NOTICE REQUIRED – WILL IT BE ANNOUNCED AT A MEETING OR VIA EMAIL? WHEN CAN AN ANNOUNCEMENT BE EXPECTED?
	3. METHOD OF NOMINATION FOR OFFICE – CLOSED BALLOT (SECRET AND ANONYMOUS), OPEN VOTING (RAISE OF HANDS STYLE), ETC.
	4. QUORUM FOR ELECTIONS - 51% MINIMUM VOTE REQUIRED TO PLACE IN OFFICE.
	5. PROCEDURE FOLLOWED IF OFFICE IS VACATED BEFORE FULL TERM.
	6. Clubs and Organizations may hold “special elections” midterm if there is a vacated position. Special elections are only for electing members to vacant positions.
	7. If a position needs to be filled immediately, a member can be appointed by either the executive board or the advisor.
	8. GPA - OFFICERS MUST HAVE A MINIMUM CUMULATIVE 2.5 GPA, HOWEVER ORGANIZATIONS MAY SET A HIGHER MINIMUM IF THEY DESIRE.
	9. TERM OF OFFICE – HOW LONG WILL THE OFFICERS HOLD THE POSITION FOR?
3. **ADVISOR'S ROLE**: DESCRIBE THE RELATIONSHIP OF THE ADVISOR TO YOUR GROUP. FOR MORE INFORMATION SEE “ROLE OF ADVISORS FOR STUDENT ORGANIZATIONS” IN THE SOC HANDBOOK.
4. **AMENDMENTS:** STATE HOW A MEMBER OR OFFICER IS ABLE TO ADD, EDIT OR REMOVE AN ARTICLE WITHIN THIS CONSTITUTION.THE FOLLOWING ARE TWO EXAMPLES THAT COULD BE USED:
	1. SUBMISSION – HOW SHOULD A REQUEST BE MADE (IN WRITING OR ELECTRONICALLY)? WHAT SHOULD BE INCLUDED IN THE REQUEST (THE OLD ARTICLE WITH THE NEW PROPOSITION, ONLY THE NEW REQUEST, REASONING)?
	2. TIME REQUIREMENTS – AMENDMENTS SHOULD BE READ IN AT LEAST TWO CONSECUTIVE MEETINGS BEFORE THE VOTE IS TAKEN.
	3. PERCENTAGE VOTE REQUIRED – USUALLY AMENDMENTS REQUIRE A MAJORITY VOTE OF 2/3 THE CURRENT MEMBERSHIP TO BE ADOPTED, BUT THIS IS AT YOUR DISCRETION.
5. **ANTI-HAZING CLAUSE**: THIS STATEMENT MUST BE INCLUDED IN ALL CONSTITUTIONS FOR CLUBS AND ORGANIZATIONS. IT MAY BE COPIED WORD FOR WORD.

“This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:

‘Hazing,’ means any action or situation, which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with this organization. Such terms shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any forced activity which could adversely affect the mental or physical health, the safety or dignity of the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental or physical health, the safety or dignity of the individual.”

For the purpose of this section, any activity as described above upon which the initiation or admission into or affiliation with this organization is directly or indirectly conditioned shall be presumed to be a ‘forced activity,’ the willingness of an individual to participate in such activity notwithstanding.”

1. **ORGANIZATION AGREEMENT**: THIS ‘ORGANIZATIONAL AGREEMENT’ MUST ALSO BE INCLUDED IN ALL CONSTITUTIONS WORD FOR WORD.

“Organization agrees to abide by Florida State Statute #1006.63 regarding hazing. Furthermore, agrees to abide by all Student Activities policies as outlined in the student handbook and student activities manual, to check the organization’s mailbox regularly, to communicate via email upon request, and to update the organization’s records whenever there is a change.”

Your organization has freedom to include additional articles within your Constitution, however the last two items in these guidelines are required: “Anti-Hazing Clause” and “Organizational Agreement”.

For any questions, ideas, or concerns, please contact the Coordinator or Graduate Assistant of Clubs and Organizations within the Center for Student Involvement within Landon 108 and/or 202.