

APPENDIX B

SAMPLE CONSTITUTION

Associated Student Government of Emporia State University does not allow university facilities or resources to be used for clandestine purposes; therefore, each organization must include information in the constitution concerning the following:

1. A clear statement of aims and functions.
2. A list of all by-laws, policies and other regulation, including membership requirements.
3. A list of officers and duties, including their methods of selection and removal.
4. Information about sources of financial support.

In order to prevent illegal discrimination, the following paragraph, or its equivalent, must be included in all constitutions.

“No person shall, on the grounds of race, creed, color, national origin, religion, age, sex, sexual orientation, gender identity, handicap, Vietnam Era Veteran status, or such other factors which cannot be considered lawfully, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity within this organization.”

Social fraternities or sororities, shall be exempt from the "sex" provision above pursuant to Title IX recommendations.

**CONSTITUTION OF
EMPORIA STATE UNIVERSITY**

ARTICLE I

Name, Purpose & Membership

Section 1. The name of this organization will be _____.

Section 2. The purpose of _____ shall be:

2.1

2.2

Section 3. Membership

3.1 Membership in this organization is open to all students of Emporia State University.

3.2 No person shall be on the grounds of race, creed, color, national origin, religion, age, sex, sexual orientation, gender identity or expression, handicap, Vietnam Era Veteran Status, or such other factors that cannot be considered lawfully be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity within this organization.

ARTICLE II

Officer Qualifications, Designations & Duties

Section 1. All officers must be degree-seeking students of Emporia State University.

Section 2. The Executive Council shall consist of the following:

2.1 President

2.2 Vice President

2.3 Treasurer

Section 3. The purpose of the Executive Council:

3.1 Shall be the planning and legislative body.

3.3 Shall fulfill the policies enacted by this organization.

- 3.4 Shall have the power to initiate programs and activities for all members.
- 3.4 Shall have the power to direct grievances and resolutions to the members.

Section 4. Duties of the President:

- 4.1 Preside at and conduct all meetings.
- 4.2 Shall act as the official host and representative of this organization in campus functions.
- 4.3 Shall be responsible for implementing legislation enacted by the organization.
- 4.4 Shall be responsible, with the consultation of the Executive Council, to see that this constitution is adhered to.
- 4.5 Shall have the power to call emergency meetings when necessary.
- 4.6 Shall turn in an officer update sheet to Associated Student Government Senate Operations Committee Chair after each election.
- 4.7 Serve as the main point of contact to Associated Student Government

Section 5. Duties of the Vice President:

- 5.1 Shall fulfill the duties of the President as stated in Section 3 during the absence of the President.
- 5.2 Shall oversee the committees of this organization.
- 5.3 Shall, on a weekly basis, remove and appropriately distribute the contents of the organization mailbox located in the Memorial Union Center for Student Involvement.
- 5.4 Shall serve as Secretary if needed.

Section 6. Duties of the Treasurer:

- 6.1 Shall be responsible for maintaining accurate minutes of all meetings.

6.2 Shall be responsible for correspondence to other organizations and individuals.

6.3 Shall be responsible for maintaining an accurate record of member attendance at all meetings.

Section 7. Duties of the Treasurer:

7.1 Shall keep a record of finances of this organization.

7.2 Shall be responsible for collection the stated dues from each member.

7.3 Shall give a financial report at each meeting.

ARTICLE III
Committees

Section 1. Standing Committees

1.1 The following will be committees which function as an integral part of the operations of this student organization:

1.11 NAME Committee

1.12 NAME Committee

1.2 The NAME Committee is responsible for...

1.21 The vice-president shall serve as the chair of the NAME Committee with the committee membership consisting of...

1.22 The NAME Committee will give a report of their activities to the Executive Council at the regular Council meetings.

1.3 The NAME Committee is responsible for...

1.31 The vice-president shall serve as the chair of the NAME Committee with the committee membership consisting of...

1.32 The NAME Committee will give a report of their activities to the Executive Council at the regular Council meetings.

Section 2. Ad Hoc Committees

2.1 Ad Hoc Committees are temporarily created to fulfill a necessary, but temporary, function within the student organization.

2.2 Ad Hoc Committees shall exist through the creation of and at the discretion of the Executive Council.

- 2.3 The designated chair of each Ad Hoc committee will give a report of their activities to the Executive Council at the regular Council meetings.

ARTICLE IV

Election Rules & Regulations

- Section 1. Election of officers will be held on an annual basis.
- Section 2. The offices of President, Vice President, Secretary, and Treasurer will be elected each April.
- Section 3. This election will utilize a secret ballot system (i.e. Hornet Life), with a simple majority determining the winner.

ARTICLE V

Removal & Succession

- Section 1. Removal
- 1.1 Violation of or disregard for any part of this constitution or the organization shall be grounds for removal charges against any of the elected officers.
- 1.2 The general membership shall vote on the removal resolution.
- 1.3 Removal shall be accomplished by a 2/3 majority of those members present.
- 1.4 Removal proceedings may be initiated by any voting member.
- Section 2. Succession
- 2.1 In the event of removal, resignation, or vacancy of any elected officer, a special election shall be held to fill that position.

ARTICLE VI

Finances

- Section 1. Dues will be collected from each member at the beginning of each fall semester.
- Section 2. The purpose of said dues shall be to provide funding for the sponsoring of events, programming, promotions of the organization, and social activities.

ARTICLE VII

Amendments

Section 1. Any amendment to this constitution must be approved by a 2/3 majority vote of those members present and voting.

1.1 Any amendment(s) must be reviewed by the Center for Student Involvement staff for submission to the Associated Student Government Student Senate to become a part of the recognized student organization's official constitution.

DATE APPROVED BY MEMBERSHIP