

**Tips on Developing or Revising a  
Registered Student Organization Constitution  
at Florida Tech**

This structural outline has been prepared to assist new student organizations seeking registration status to develop their own constitutions. Currently registered student groups who need to revise their constitutions may also use this constitutional format. The following format includes many aspects needed to successfully operate a student organization that are required by University policy. Required constitution information is noted.

Make sure the constitution is clear, concise, without errors, and something you are proud to have in your group's official file at Florida Tech.

**Constitution of**

\_\_\_\_\_  
*(Name of Group)*  
**at Florida Tech**

**ARTICLE I – NAME (Required)**

The official name of this organization shall be \_\_\_\_\_

**ARTICLE II – PURPOSE (Required)**

The purpose of this organization shall be \_\_\_\_\_

**ARTICLE III – MEMBERSHIP (Required)**

1. Those eligible for membership are \_\_\_\_\_  
(Note: Voting members must be currently enrolled Florida Tech students and all students must be in good standing, unless the organization has a higher GPA requirement noted within this constitution).
2. Membership will consist of the following types (i.e., voting, nonvoting, associate, define each)  
\_\_\_\_\_
3. Membership will be revoked by the organization under the following conditions:  
\_\_\_\_\_

(Note: Membership is typically revoked upon failure to pay dues, if any exist; failure to remain in good standing with the University; or failure to abide by the constitution's purpose as stated in this constitution).

**ARTICLE IV – OFFICERS (Required)**

1. Officer positions in this organization include: \_\_\_\_\_
2. The powers and duties of the officer shall be:
  - a) \_\_\_\_\_  
(Title of Officer)
  - b) \_\_\_\_\_  
(Title of Officer)
  - c) \_\_\_\_\_  
(Title of Officer)
3. Election of officers:

- a) To qualify to be an officer, a student must \_\_\_\_\_
  - b) Nomination of officers will be \_\_\_\_\_  
(Note: Options include, but are not limited, to, from the floor, by ballot, by the Executive Committee, etc.)
  - c) The prescribed election/selection process to be used will be \_\_\_\_\_  
(Note: Options include, but are not limited to, voting for each office following nominations, a single ballot listing positions and nominees, etc.)
  - d) The candidate(s) receiving an \_\_\_\_\_ affirmative vote will be declared the winner and will take office on \_\_\_\_\_(date).
  - e) The terms of office shall be from \_\_\_\_\_(date) until \_\_\_\_\_(date).
4. Should vacancies occur before the completion of a term of office, the vacancy will be filled in the following manner:  
\_\_\_\_\_
5. Impeachment charges can be brought against any officer for the following reasons:  
\_\_\_\_\_
6. Impeachment proceedings may be enacted upon a \_\_\_\_\_ vote of \_\_\_\_\_  
(Explanation: For the impeachment procedure to be activated, usually a majority vote of the active membership or quorum must occur).
7. If impeachment proceedings are voted to occur, the following procedure will be followed:

\_\_\_\_\_  
(Note: Utilization of the following steps are suggested...(1) The officer in question be notified of the charges in writing, (2) A special meeting is set up to discuss the charges where all parties are allowed to respond, (3) If a decision is made to proceed, a vote should be taken by the membership...usually needing a large percentage of the members voting for removal in order for the officer to be impeached, (4) Decide how the group will select the replacement and when the new person takes office; this should correspond with Article IV, Section 5).

**ARTICLE V – ORGANIZATIONAL STURCTURE *(Required)***

- 1. The Executive Committee shall consist of the following persons:\_\_\_\_\_
- 2. The Executive Committee’s duties shall be to:\_\_\_\_\_
- 3. Other committees of the organization and their duties shall be:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_

(Note: You may add a clause stating additional committees may be established as needed).

**ARTICLE VI – FACULTY ADVISOR *(Required)***

- 1. In order to qualify to be the Faculty Advisor, the individual must be a full time faculty or staff member at Florida Tech. Other requirements are:\_\_\_\_\_

2. The Faculty Advisor will be selected by \_\_\_\_\_
3. The term of office for the Faculty Advisor will be from \_\_\_\_\_ (date) until \_\_\_\_\_ (date).

#### **ARTICLE VII – RULES OR ORGANIZATIONAL PROCEDURES**

1. Attendance policy for members will be \_\_\_\_\_
2. Organizational meetings will be held \_\_\_\_\_
3. In order to conduct business, a quorum will consist of \_\_\_\_\_  
(Quorum: The minimum number of members who must be present for the valid transaction of business, i.e., voting. Example: 50% + 1 of the active members).
4. In the event of conflict concerning proper rules of procedure, \_\_\_\_\_ will serve as the recognized authority. (Note: Usually a resource such as Robert's Rules of Order is cited; people are not cited here).

#### **ARTICLE VIII – FINANCE (Required)**

1. Dues for membership to this organization shall be \_\_\_\_\_  
(Suggestion: Have the membership determine an annual amount by a vote held during spring semester or the first fall meeting rather than stating a specific amount in the constitution).
2. Other sources of organizational funding, beside University funding will be \_\_\_\_\_
3. (Name of Organization) \_\_\_\_\_ will manage its own finances, but in accordance with the rules and regulations prescribed by Florida Tech.

#### **ARTICLE IX – AFFILIATION (Required only if your group is a local chapter that has a regional and/or national structure. Please attach a copy of your National constitution).**

1. The organization is an affiliate of \_\_\_\_\_
2. This organization has the following financial relationship to the affiliate \_\_\_\_\_

#### **ARTICLE X – AMENDMENTS (Required)**

1. All amendments to this constitution must be made by the following process: \_\_\_\_\_  
(Note: Suggest the following: (1) Any proposed amendment must be presented in writing to the membership; (2) Discussion should occur at a full meeting; (3) A vote for acceptance should occur at a following meeting...allowing people time to think about the changes; and (4) The amendment shall become part of this constitution upon a \_\_\_\_\_ vote of \_\_\_\_\_.)

#### **ARTICLE XI – NONDISCRIMINATION CLAUSE (Required)**

(Name of Organization) \_\_\_\_\_ shall not discriminate on the basis of race, creed, national origin, ancestry, gender, age, handicap, veteran status or sexual orientation in the selection of its members or in its programs unless federal or state laws allow for such exceptions.

#### **ARTICLE XII – STUDENT Activities (Required)**

(Name of Organization) \_\_\_\_\_ shall maintain a current registration form including a list of officers, their addresses, the name of the Faculty Advisor, and the most recently amended constitution with the Office of Student Activities.