



Constitution of the  
<Organization name goes here>  
of Boise State University

**ARTICLE I - Name**

The name of this organization shall be <organization name goes here> of Boise State University.  
((The name you put here must match EXACTLY with the name above and must match all through the document. If you have an abbreviation for your organization, include it in here as well.))

**ARTICLE II - Purpose**

The purpose[s] of this organization shall be to:

- A. <This is where you put your purpose statement.
- B. What do you hope to accomplish?
- C. You can include more if you wish.>
- D. .... >

**ARTICLE III - Affiliation**

**Section 1** This organization shall operate according to the most current regulations and policies of the Idaho State Board of Education, Boise State University, and of the Constitution of the Associated Students of Boise State University, and in compliance with all local, state, and federal laws regardless of contradictory material that may be in this document.

((For Section 2: If your group will be affiliated with another organization, use the first paragraph; if not, use the second.))

**Section 2** This organization shall adhere to the regulations and Constitution of the (regional/national) organization of <organization name goes here> that do not conflict with the regulations and policies of Boise State University or with the Constitution of the Associated Students of Boise State University. \*

**OR**

If no affiliation **This organization is not affiliated with any regional or national group.**

((\*If your organization is affiliated with a national organization, you are REQUIRED to submit a copy of the national constitution when turning in your organization's constitution to Student Activities.))

**ARTICLE IV - Nondiscrimination**

**This organization shall not discriminate on the basis of**

- age
- race
- color
- religion
- gender
- national origin
- ancestry
- disability
- veterans' status
- sexual orientation
- political affiliation

((You may specify more grounds for nondiscrimination, such as marital status, etc., but you must include the basic eleven. Organizations, which are exempt according to federal law, do not have to include "gender".))

**ARTICLE V - Membership**

((Full-fee paying = enrolled for 8 or more credits; Fee-paying = 3 to 7 credits))

- Section 1 **The President of this Chapter must be a full-fee paying student of Boise State University.**
- Section 2 **All remaining officers and voting members of this organization shall be fee-paying undergraduate or graduate students of Boise State University, carry a minimum of three credit hours** [and shall be current in the payment of dues (as specified by the Bylaws, officers, membership).] ((All membership requirements must be stated, i.e., GPA, Major.)) Members of this organization shall be voluntary participants in the organization activities.
- Section 3 All members must abide by the provisions of the constitution and bylaws of this organization.
- Section 4 Boise State University, faculty, staff, and community members may be associate members but may not vote or hold office.
- Section 5 **At least 51% of the total membership shall be fee-paying students of Boise State University, maintain a minimum of 3 credit hours and be in compliance with all BSU policies.**

**ARTICLE VI - Removal of Members**

- Section 1 **Grounds for removal:** Any member not fulfilling the requirements as outlined in this Constitution Article < >, ((be sure to refer to the correct article. In this sample, it would be Article V)) or in the Bylaws of this organization to the satisfaction of the voting membership or violating Boise State University policy or the Student Code of Conduct may be removed from membership. A [2/3] majority vote of the total voting membership shall be required for removal of any member. ((Size of majority vote must be consistent with voting percentages section, Article VII, Section 2.))
- Section 2 **Notice of charges:** The motion to remove a member from this organization must be presented in writing to the total voting membership [at least 2 weeks] before the meeting at which the removal will be voted on. ↑ ((You decide length of time.))
- Section 3 **Right to a fair hearing:** The member subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place.
- Section 4 **Right to appeal:** Appeals relating to the removal of members shall be done through the ASBSU Judiciary. Appeals must be made within [two weeks] after the vote for removal has taken place. ↑ ((You decide length of time.))
- Section 5 **Form of vote:** All voting under this Article shall be done by (secret ballot, voice vote, show of hands.) ((Pick one of these options.))

**ARTICLE VII – Meetings**

- Section 1 **Quorum:** To conduct business [a simple majority, 25%, at least 10 members] of the total voting membership must be present at the meeting. [A simple majority, Two-thirds] of the total voting membership must be present for all elections.
 

((Minimum number necessary for meeting))

↓ ((pick one of these options))
- Section 2 **Voting percentages:** Motions dealing with amendments and the removal of officers or members will require a [2/3] majority vote of the total voting membership. All other motions will require a simple majority vote of the quorum to pass.

**Section 3 Frequency of meetings:** This organization shall meet at least < > times each (semester/year). The [President] or [a 2/3-majority] of the total voting membership may call emergency meetings. (Written/Verbal) notice of organizational meetings shall be given to all members at least [7] days prior to such meetings. (Written/Verbal) notice of special or emergency meetings shall be given to all members < > days in advance.

Section 4 Parliamentary authority: The Constitution of this organization shall be the supreme authority in parliamentary procedure at all meetings. The Bylaws of this organization, if and when they exist, shall be the next highest authority. [Robert's Rules of Order] shall be the procedure used to conduct meetings except where it conflicts with the Constitution or with the Bylaws.

### ARTICLE VIII - Elections

Section 1 **Types of elections:** General elections will be held to replace officers whose terms are due to expire. Special elections shall be held when an office is vacated in midterm.

Section 2 Nomination of candidates: A candidate for office must be nominated by a voting member during the [specified meeting] in the case of general elections or during the [meeting immediately prior] to special elections.

Section 3 **Time of elections:** General elections shall be held during the ((which month)) [second meeting in March, for example] and special elections shall be held as necessary.

Section 4 **Form of vote:** Voting under this Article shall be by (secret ballot, voice vote, or show of hands). ((Pick one of these three options.))

### ARTICLE IX - Officers

Section 1 **Elected Officers: The officers of this organization will be:**

A. President

B. Vice President

C. Secretary

D. Treasurer

E. ((Any other officers deemed necessary))

((You can call these officers anything you want, but the titles must be consistent through out the document!!))

← ((Your organization decides which officers to have.))

Section 2 **Qualifications: The President of this Chapter must be a full-fee paying student at Boise State University, and must maintain a minimum of 2.0 cumulative GPA.**

**All remaining officers must be fee-paying students at Boise State University, carry a minimum of three credit hours and must maintain a minimum of 2.0 cumulative GPA.** ((The organization may determine a higher GPA requirement for officers if desired.))

Section 3 **Term of office:** An officer shall serve for [one year] from his/her swearing-in, or until his/her successor is appointed or elected.

Section 4 **Duties:** The duties of the officers shall be as follows: ((Detail the duties of your officers as they pertain to your organization.))

A. The President:

1. Shall be the chief executive officer of the organization and shall preside over meetings.
2. Shall submit the names of all officers of the organization to the Student Activities Office not more than four weeks after the beginning of the fall semester and within ten days of any election.
3. Shall submit additional information as it is required to the Student Activities Office.

4. Shall assist the Advisor and the Treasurer in preparation of requests for funding from the Associated Students of Boise State University, and shall sign said requests. ((Include this clause in officer's duties ONLY if your organization is eligible for ASBSU funding.))
  5. ((List any additional duties of the President or chief officer.))
- B. The Vice President:
1. Shall assume the duties of the President during his/her absence [and shall succeed to that position in the event that it becomes vacant, until a special election can be held.]
  2. Shall be responsible for writing the Bylaws of this organization and for presenting them for approval to the total voting membership at the < > meeting.
  3. ((List any additional duties of the Vice President, i.e., coordinate committees, chairperson of a membership committee.))
- C. Secretary:
1. Shall keep records of all meetings.
  2. ((List any additional duties of the Secretary, i.e., report minutes, send thank you notes, membership records, etc.))
- D. The Treasurer:
1. Shall be the financial officer of the organization.
  2. Shall report an accounting of revenues and expenses upon request at any organizational meeting.
  3. Shall prepare, at the end of each school year, all financial records for audit.
  4. Shall assist the Advisor and the President in preparation of requests for funding from the Associated Students of Boise State University, and shall sign said requests. ((Include this clause in officer's duties only if your organization is eligible for ASBSU funding.))
  5. ((List any additional duties of the Treasurer.))
- E. Any additional duties of the officers will be outlined in the Bylaws of this organization.

#### ARTICLE X - Executive Committee

- Section 1 Responsibility: Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold this constitution.
- Section 2 Membership: Membership shall consist of [President, Vice President, Secretary, Treasurer, one member-at-large, and the Advisor as an ex-officio, non-voting member].
- Section 3 Meetings: The Executive Committee shall meet at least [once a week, once a month, four times a semester] to organize and plan future activities and agenda items for meetings.
- Section 4 Quorum: A quorum of this committee shall consist of [2/3 of members, at least 3 members, 51%].

((Make this easy and use same as previous quorum in Article VII Sec. 1))

## ARTICLE XI - Removal of Officers

- Section 1 Grounds for removal:** Any officer not fulfilling his/her duties as outlined in this Constitution Article < >, Section < > ((Be sure to refer to the correct article and section. In this sample, it would be Article IX, Section 4)) or in the Bylaws of this organization to the satisfaction of the voting membership or who has violated a University policy or the Student Code of Conduct, may be removed from office. A [2/3] majority vote of the total voting membership shall be required for removal of any officer. ((Size of majority vote must be consistent with voting percentages section, Article VII, Section 2.))
- Section 2 Notice of charges:** The motion to remove an officer from his/her position must be presented in writing to the total voting membership [at least 2 weeks] before the meeting at which the removal will be voted on.
- Section 3 Right to a fair hearing:** The officer subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place.
- Section 4 Right to appeal: Appeals relating to the removal of officers shall be done through the ASBSU Judiciary.** Appeals must be made within [two weeks] after the vote for removal has taken place.
- Section 5 Form of vote:** All elections under this Article shall be done by [secret ballot, voice vote, show of hands]. ((Pick one of these three options.))

## ARTICLE XII - Advisor

- Section 1 Selection: This organization shall annually designate an Advisor(s)** at the time of the regular organization elections. Said Advisor(s) shall have no voting privileges.
- Section 2** ((Include the following clause in Advisor's duties only if your organization is eligible for ASBSU funding.)) **Duties: The Advisor(s) shall assist the Treasurer and the President in preparation of requests for funding from the Associated Students of Boise State University, and shall sign said requests.**
- The Advisor(s) shall consult with the officers about the organization's activities in compliance with University Policies.

## ARTICLE XIII - Financial Support

The finances of this organization will come from fund-raising projects, individual contributions, [dues], the Associated Students of Boise State University ((include the following clause only if your organization is eligible for ASBSU funding)) and/or from Boise State University, when appropriate.

## ARTICLE XIV - Committees

- Section 1** The President shall have the authority to appoint any special committees, with the approval of the Executive Committee that will meet the needs of the organization.
- Section 2** These committees may include, but are not limited to the following:
- A. Membership Committee ((describe responsibilities))
  - B. Program Committee ((describe responsibilities))
  - C. Publicity Committee ((describe responsibilities))
  - D. Fund Raising Committee ((describe responsibilities))

- E. Social Committee ((describe responsibilities))
- F. ((List any other committees.))

**ARTICLE XV - Bylaws**

**Section 1 Provision for bylaws:**

- A. This organization may approve bylaws for the specific operation of the organization.
- B. No bylaw shall be adopted that is contrary to the provisions of this Constitution.

**Section 2 Vote Required:**

- A. The organization may adopt, amend or rescind any bylaw by a (2/3, simple majority, 3/4) vote of the membership.
- B. Any proposed bylaw must be publicized in writing to the members at least [one week, one meeting] prior to the meeting at which it is to be voted upon.

**ARTICLE XVI - Amendments**

**Section 1 A proposed amendment must be adopted in accordance with Article < >, Section < > ((section referring to percentages [Article VII, Section 2])) and amendments to this Constitution must be approved by the Associated Students of Boise State University Judiciary to become effective.**

**When amendments to this Constitution are presented to the ASBSU Judiciary, the entire document must be brought to compliance with all current Boise State and ASBSU policies.**

**Section 2 A proposed amendment this Constitution must be presented to the total voting membership in the form of a written motion at least [7] days before it is to be voted on.**

**STUDENT ORGANIZATION ADOPTION**

((Your organization membership must officially vote to adopt this constitution prior to its submission to ASBSU Judiciary. It must pass by the same percentages for voting for an amendment.))

**Approved by the student organization on (date):** \_\_\_\_\_

**Number voting in favor of this constitution:** \_\_\_\_\_

**Number voting against this constitution:** \_\_\_\_\_

**Number abstaining:** \_\_\_\_\_

**Total members:** \_\_\_\_\_

**ENACTMENT**

((You must have this section typed on your constitution.))

**Approved by ASBSU Judiciary on:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **by a vote of:** \_\_\_\_-\_\_\_\_-\_\_\_\_

**Signature of ASBSU Justice:** \_\_\_\_\_

**Signature of Secretary for ASBSU Judiciary:** \_\_\_\_\_

**((Delete this section before you submit your constitution)):**

(Revised - 06/84)  
(Revised - 03/85)  
(Revised - 05/85)  
(Revised - 03/87)  
(Revised - 04/88)  
(Revised - 10/89)  
(Revised - 10/90)

(Revised - 11/90)  
(Revised - 02/91)  
(Revised - 09/91)  
(Revised - 11/94)  
(Revised - 02/95)  
(Revised - 04/96)  
(Revised - 02/99)

(Revised -01/99)  
(Revised—04/02)  
(Revised – 09/02)  
(Revised—10/03)  
(Revised---04/04)