

USAO STUDENT ORGANIZATION SAMPLE CONSTITUTION

ARTICLE I. NAME

Section 1. The name of this organization shall be the USAO Organization.

ARTICLE II. PURPOSE

Section 1. The purpose of this organization shall be:

1. to function as a student organization
2. to encourage participation
3. to create campus programs and services
4. etc., as desired

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Membership in this organization shall be open to all USAO students.

Section 2. Membership shall be maintained by the payment of dues which are established by the Executive Committee, (or as decided by the membership) or there shall be no dues.

ARTICLE IV. OFFICERS

Section 1. The officers of the organization shall consist of a President, a Vice President, a Secretary and a Treasurer.

Section 2. Duties and Powers

- a. The duties of the President shall be to (for example) preside at all meetings, call special meetings, appoint special committees, etc.
- b. The duties of the Vice President shall be (for example) to perform all duties of the President in her/his absence, to foster membership development, etc.
- c. The duties of the Secretary shall be (for example) to keep an accurate and permanent record of the organization, to prepare all correspondence, to notify the Office of Student Affairs of all meetings and activities, to make necessary reports, etc.
- d. The duties of the Treasurer shall be (for example) to keep an accurate and complete record of all monetary transactions, to collect the club dues, etc. Request funding for all events and should keep track of student funding received through the Office of Student Affairs.

Section 3. Election of Officers:

- a. The officers shall be elected at the beginning of April to allow time to prepare the budget, constitution, and registration forms for the coming year.
- b. State any qualifications necessary to hold office.
- c. The candidates shall be nominated in the following manner: a nominating committee, nominations from the floor, or a combination of both of these.
- d. Voting shall be by ballot, standing vote, show of hands, oral vote, or etc., as decided by the organization.
- e. Notify the Office of Student Affairs with officer changes.

ARTICLE V. MEETINGS

Section 1. The USAO Organization shall meet (once a month, the 1st and 3rd Tuesday of each month, the 2nd and 4th Wednesday of each month, etc., as decided by the organization.)

ARTICLE VI. NON-DISCRIMINATION STATEMENT

Section 1. A student organization will admit students without regard to their race, religion, color, sex, age, handicap, sexual orientation or national origin to all the rights, privileges, programs, and other activities generally accorded or made available to members of the organization and the campus community.