**Constitution Guidelines**

All Articles and Sections listed in this Constitution Template are required in some form.

Use the key below to know how to proceed with each section.

* **Green** indicates language that **cannot** be changed and must be included with the exact wording.
* **Yellow** indicates areas that information needs filled in.
* Anything within [ ] are ideas of what you might want to include in the section. THE LANGUAGE IN BETWEEN THE BRACKETS SHOULD BE REMOVED BEFORE RATIFICATION AND SUBMISSION.
* **No Highlighting** indicates areas that are standard language or suggestions provided but are still able to be edited by the organization.

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Last Update: DATE

**Constitution**

Organization Name

James Madison University

# Article I - Name of Organization

The official name of this organization shall be NAME

**Article II - Purpose of Organization**

The purpose of this organization shall be to PURPOSE

**Article III - Organization Structure**

Section I. Requirements for Officers

*[List things including any GPA requirement, classification, previous position held, term of office, additional meeting expectations, etc. This should also include that the officer must be in good standing with JMU.]*

Example: Officers must be full-time students at JMU and have been a member of the organization for one full semester prior to the election. Officers must be in good standing with JMU. Term of office is from March to March.

Section II. Executive Board Positions

*[It is required to have a President and Treasurer. They cannot be the same person. Other positions are optional. Below are suggestions for what each position might be responsible for in the organization. The President description should include being responsible for maintaining the BeInvolved page.]*

Example: The officers and individual duties shall be:

President

* Preside over all meetings
* Represent organization on campus
* Ensure that the organization is operating in conformity with the standards set forth by JMU and Student Leadership and Involvement including, but not limited to, registering the organization each Spring with Student Leadership and Involvement
* Cosign organization checks with Treasurer
* Maintain communication with organization advisor
* Maintain organization’s BeInvolved page, including updating officers and members on a regular basis.

Vice President

* Preside over meetings in the absence of the President
* Schedule meetings/events with appropriate University offices
* Coordinate organization promotion and publicity of events

Treasurer

* Maintain accurate record of organization transactions
* Collect dues as outlined in Constitution
* Develop organization budget and present to membership for ¾ vote
* Cosign organization checks with President
* Arrange fundraising opportunities for the organization
* Solicits additional funding, if needed, from the Student Government

Association in conjunction with the President

Secretary

* Maintain an accurate record of all organization meetings and post for members
* Maintain membership directory
* Correspond, when necessary, with University administration and other recognized organizations
* Be one of two individuals registered for the Student Event Planner Training to make room reservations

Section III. Elections

*[This should explain specifics of the elections process including eligibility, voting procedures, timeline of process, term limits, etc.]*

Example: Elections of officers shall be held each March. Notice of elections shall be made at least two weeks prior to the election meeting. Elections will be done by secret ballot with membership and the person receiving the majority vote for each position will be elected. If no candidate receives the majority vote, then the top two candidates will be placed on a new ballot.

Candidates participating in the election must be a member of the organization for one full semester prior to running. They must be in good standing with the organization and JMU.

Section IV. Officer Removal Process

*[Outline process for removing officers including reasons why someone can be removed, the process of voting for removal, appeals process, etc.]*

Example: Officers may be removed from office by ¾ vote of other officers if the officer fails to uphold the duties of their office or if they engage in actions deemed inappropriate by the organization, including but not limited to, (reasons could include failing to fulfill job responsibilities, abuse of power in office, misuse of funds, violation of JMU policy). The advisor must be notified prior to any vote.

The officer is permitted to speak before the Executive Board about the allegations made concerning their performance. The officer is not permitted to participate in the deliberation of the Executive Board regarding the charges. An individual removed from office still maintains general membership in the organization unless removed via the member removal process.

Section V. Position Vacancies

*[What happens when there is a vacant position? Does the President appoint? Is there a special election?]*

Example: A special election will be held when a position becomes vacant during the year. The election will follow normal procedures.

**Article IV - Membership**

Section I. Non-Discrimination Statement

Membership in this organization is open to all JMU students and will not be

restricted on the basis of age, ability, ethnicity, gender, national origin, race, color, religion, veteran status, sexual orientation, gender identity, or political affiliation except in circumstances outlined in federal and state laws.

Section II. Eligibility

*[This explains who is eligible to join. For example: open to all vs. apply, faculty/staff, academic requirement.]*

Example: Any student who submits an application and completes the new member period is eligible to be a member of the organization.

Section III. Selection Process

*[This outlines how the selection process is done. For example: try out, application, interview. Is there a limited number accepted each year/semester? Add a note about requirement of members attending a Stop the Haze training if this is required for your organization]*

Example: Students looking to join the organization must submit an application at the beginning of the semester. Those accepted will go through a new member period before being initiated. All potential members must attend one Stop the Haze training prior to joining.

Section IV. Member Expectations

*[Examples include that members will be expected to attend**organization meetings, pay dues, and actively support organization**projects.]*

Example: Members are required to pay $10 dues each academic year. They should attend all meetings unless they have notified the Secretary at least 24 hours in advance. Members are expected to participate in activities and service events as their schedule allows.

Section V. Member Removal Process

*[What percentage of officers and/or members need to vote?]*

Example: Membership will be revoked by ½ vote of officers plus ¾ vote from the generalmembership if a member is in violation of membership requirements or engages in actions deemed inappropriate by organization standards. Actions deemed inappropriate and worthy of removal may include, but are not limited to, XYZ.

All removal procedures will be conducted fairly and require providing the alleged offending member adequate written notice (7 days minimum) prior to the announcement of the vote to the general body. The alleged offending member is guaranteed a meeting with the organization's Executive Board prior to the membership removal vote being announced to the organization's general body. Following a vote to remove, the offending member has the right to an appeal. Appeals will be managed by XYZ and reinstatement may be granted for XYZ.

If any instances of potential sexual misconduct are reported in the organization, the executive board will report it to and consult with JMU’s Title IX Office.

If any instances of potential JMU policy violation are reported in the organization, the executive board will report it to and consult with JMU’s Office of Student Accountability and Restorative Practices (OSARP).

**Article V - Adviser**

Section I. Policy No. 3101 (Faculty Advisers to Student Organizations)

The adviser shall be a full or part time faculty or staff member at James Madison University. The adviser will assume those responsibilities as outlined in this constitution and/or found in University Policy No. 3101 entitled “Faculty Advisers to Student Organizations.”

Section II. Adviser Selection

*[Are advisors elected or appointed? Does it happen on an annual basis or until they step down or are removed?]*

Example: The adviser will be selected by a ½ vote of the Executive Board and then presented to the general membership for a ¾ vote. Advisers not fulfilling responsibilities or abiding by the organization’s purpose may be removed from the position by a ¾ vote of the Executive Board.

Section III. Adviser Role

*[What is their responsibility? What are your expectations of their involvement? Length of role? This should be discussed with your advisor]*

Example: The adviser shall serve as a resource to the organization and provide guidance to the executive board. The adviser may attend executive board and general body meetings as their schedule permits. The adviser should meet with the President at least once per month during the academic year.

Section IV. Adviser Removal

*[Is this the same as the officer removal process? Different?]*

Example: The organization advisor may be removed by the same process as executive board members.

**Article VI - Meetings**

Section I. Meeting Structure

*[When are meetings held? How often? When do you call special meetings?]*

Example: The organization shall hold (weekly/biweekly/monthly) meetings during the academic term except when holidays, examination periods, or other events make meetings impractical. Organization meeting day/time will be determined in the beginning of each semester by a ¾ vote of the general membership. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the secretary is appreciated with 24-hour notice.

Section II. Quorum

*[What is the percentage or number of members needed for quorum? What happens if it does not exist at a meeting?]*

Example: A quorum shall consist of a simple majority of the membership plus half of the officers. No votes may be taken in absence of a quorum.

Section III. Rules of Procedure

*[What is the procedure for conducting business? Do you use Robert’s Rules of Order?]*

Example: The organization follows Robert’s Rules of Order in all business meetings.

Section IV. Meeting Minutes

*[Who is responsible for taking minutes? Where are they stored?]*

Example: The secretary takes responsibility for creating meeting minutes and distributing them within 24 hours of a meeting. All minutes are stored in a folder on BeInvolved.

**Article VII - Finance**

Section I. Dues

*[How much? How do they pay and how often? Who collects dues?]*

Example: The amount of the dues will be determined in the beginning of the academic year by the Executive Board and presented to the general membership for a ¾ vote. Dues must be paid by the 4th week of the semester to the treasurer in accordance with JMU banking policies. The treasurer shall maintain all financial records and shall cosign with the president for all organization transactions.

Those who are financially unable to pay dues shall appeal this requirement with the Executive Board to be decided on a case-by-case basis by a ½ vote of officers. This appeal must be initiated prior to the required due date.

Section II. Use and Responsibility of Funds

*[How are funds used? Who decides and/or approves purchases?]*

Example: Organization dues will be used to support projects that match the mission of the organization including, but not limited to, XYZ. Organization dues will not be used for projects or expenditures that do not conform to the organization's mission or that may put the organization at risk.

Section III. Bank Accounts

*[Do you want a bank account? Who is on the bank account?]*

Example: The organization maintains a bank account through CommonWealth One, located in The Union. The President, Treasurer and Adviser are all listed on the bank account.

## Article VIII – Hazing and Other Misconduct

*Name of Organization,* in keeping with JMU’s expectations for a positive academic and social environment, unconditionally opposes hazing and other organizational misconduct. No individual member of our group or the group itself may engage in any activity or behavior that may violate any university policy.

All members, officers, advisers and affiliates of *Name of Organization* are required to follow the *Standards of Conduct & Policies*, as outlined in the JMU Student Handbook. The most up-to-date policy definitions can be found here: <https://www.jmu.edu/osarp/handbook/osarp/standardsandpolicies.shtml>

The most up-to-date definition of the university *Hazing* policy can be found here: <https://www.jmu.edu/osarp/handbook/osarp/standardsandpolicies.shtml#Set-2-A-hazing>

Any member, officer, adviser and/or affiliate can report an allegation of hazing or other organizational misconduct to the Office of Student Accountability & Restorative Practices (OSARP). More information on reporting, including information about anonymous reporting, amnesty processes related to certain reporting, and campus and community resources for those who are considering a report can be found on the OSARP website: <https://www.jmu.edu/osarp/reportingosarp/index.shtml#organizational>

This section is hereby incorporated as part of this constitution and will serve as a guide for action by the university and *Name of Organization* if there is an instance of hazing or other organizational misconduct by this organization or any of the members of this organization. It will be the duty of the officers of *Name of Organization* to educate the membership regarding the *Standards of Conduct and Policies* in the JMU Student Handbook.

**Article IX - Risk Management**

*[What potential risks exist in your organization’s activities and events? How do you plan to mitigate safety or liability issues?]*

Example: The Executive Board is responsible for overseeing the well-being of the organization, members and guests at activities and events sponsored by the organization. Violations of JMU policy, local, state or federal law at any meeting or event is strictly prohibited. Any violation should be reported directly to OSARP and/or Title IX.

**Article X - Amendments**

*[How do you decide on amendments? Do you vote?]*

Example: Amendments to this constitution must be submitted in writing at a regular meeting of the organization. The following meeting will offer the opportunity to discuss and edit the amendment with the general body. Said amendment(s) will be voted on following the discussion. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary.

**Article XI - Ratification**

This constitution shall become effective upon approval by a ¾ vote of the membership.Ratified constitutions must be uploaded to the BeInvolved organization page in a timely manner after substantial amendments and submitted each year with Annual Organization Registration.

**Article XII - Dissolution of Organization**

*[Who decides? Where do funds go? Where does organization property go?]*

Example: Dissolution of the organization can be voted on with a ¾ vote by membership. Funds left by the organization should be donated back to the national headquarters (or to a local non-profit if no headquarters) within 2 weeks of voting.