

STUDENT ORGANIZATION - SAMPLE CONSTITUTION TEMPLATE

The constitution template is presented below to assist you in applying for recognition as a new student organization from Ozarks Technical Community College. A thoughtful and concisely written constitution is an important tool in the successful operation of an organization.

A new student organization wishing to be officially recognized by the college must submit a constitution containing the following information to the Office of the Dean of Students.

Article I Name and Purpose of the Organization

- Section 1 State the name of the organization
- Section 2 State the purpose(s) of the organization.

Article II Membership

- Section 1 State who may belong (Membership shall be open to all currently enrolled students, staff and faculty at Ozarks Technical Community College only. No person may be excluded from the organization on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, age, disability, citizenship or legal immigration status, veteran status or any other status protected by federal, state and local laws. **Mandatory for all student organizations.**)
- Section 2 State the dues and when they shall be collected (if applicable)
- Section 3 State the penalties imposed for neglect of payment of dues (if applicable)
- Section 4 State how the group will handle an officer or member who does not fulfill their responsibilities or conducts themselves in a manner disruptive to the organization or contrary to the purpose of the organization. (Must be included in all constitutions.)

Article III Officers

- Section 1 Designate the officers – to include but not be limited to: president, vice president, secretary and treasurer.
- Section 2 Define the duties of the officers, which shall be such as defined by their respective titles. (Secretary duties must include a provision for taking and preserving minutes of each meeting where financial matters are discussed and voted on.)
- Section 3 Define the date of election, length of term of office, and method of election

Article IV Meetings

- Section 1 State how often meetings shall be held (monthly, weekly, or other)
- Section 2 State the provisions of special meetings

Article V Executive Board and Committees (if needed)

- Section 1 State who shall comprise the executive board
- Section 2 State the names of various standing committees
- Section 3 State the means of obtaining special committees

Article VII Parliamentary Authority

- Section 1 State publication that will be used as a parliamentary reference guide by the organization

- **Please Note** - The following statement must be included at the end of all OTC student organization constitutions: "Ozarks Technical Community College does not necessarily endorse the views of this student organization."