CONSTITUTION AND BYLAWS GUIDELINE
FOR STUDENT ORGANIZATIONS

The constitution and bylaws guide a student organization in its operations and activities and, accordingly, are intended primarily for the organization’s benefit and use. The constitution contains the fundamental principles and structure of the organization, and the bylaws outline the basic rules of procedure by which a group’s membership govern their organization. The constitution and bylaws should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. An approved constitution is necessary to become a recognized student organization at Florida Atlantic University and must be updated and submitted electronically to Student Involvement & Leadership every year during the re-registration period or anytime the constitution is amended. The following outline is provided to assist in the preparation of a constitution and bylaws.

CONSTITUTION
Updated (Month), (Year)

Article 1 – Name of student organization
The name of this organization shall be ________. ________ may also be referred to as acronym, if applicable.

If your student organization has “Florida Atlantic University” or “FAU” in its title, it must follow the main portion of the name. For instance:
Acceptable: Coffee Club at Florida Atlantic University or Coffee Club at FAU
Unacceptable: Florida Atlantic University Coffee Club or FAU Coffee Club

If your student organization is affiliated with a national or international organization, details of the affiliation should be adequately described. The constitution of the parent organization should also be submitted with your student organization constitution.

Article 2 – Purpose of the student organization
The purpose of this organization shall be ________________. (Your organization’s purpose should be defined in clear and concise terms. You are welcome to attach additional explanation or statements.)

Article 3 – Membership of the student organization
Section 1 – Members: Must be open to all FAU students.

Section 2 – Associate Members: Faculty, staff, and alumni may be associate members. Associate members cannot vote or hold office.

Section 3 – Name of Student Organization shall be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations. Name of Student Organization shall not discriminate against a Student Officer, member or prospective member on any basis identified in FAU Regulation 5.010, except if specifically exempted by law. Name of Student Organization shall be open to all currently enrolled FAU Students, except if specifically exempted by law.

**********All groups except those exempt by law must have opportunities for male and female memberships.
Article 4 – Regulations

Section 1 – Name of organization will abide by all Federal, State and Local Laws and FAU Regulations and policies, including but not limited to the Student Code of Conduct, Code of Academic Integrity, Regulation 4.006, Alcohol and Drug Policy, and all requirements as outlined in the Student Organization Manual.

Section 2 – Name of organization agrees to abide by the Florida Anti-Hazing Law in the Student Code of Conduct and the Student Organization Manual.

Article 5 – Officers

Section 1 – The officers of this organization shall be President, Vice President, etc. (do not include names).

Section 2 – In order to be eligible for an officer position, candidate must meet requirements as specified by Regulation 4.006. All officers must be registered degree-seeking FAU students who meet the University’s minimum qualifications for student officers, which is a 2.5 cumulative GPA and be registered for 6 credits hours for undergraduate students, and a 3.0 cumulative GPA and 3 credit hours for graduate students. Officers have to be in good academic standing and not on probation. Students serving as President must have earned at least 12 college credits. A student may serve in the same position or office for a maximum of two terms during his/her academic career at FAU. A student’s academic career includes his/her undergraduate, graduate, and professional course work.

Section 3 – The duties of officers are as follows (list the specific duties for each officer):

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Etc.

OFFICERS ALERT!

All student organizations must have a minimum of two qualified officers

All sport clubs are required to have a minimum of three officers, which must include a Risk Management officer. The President and Risk Management Officer cannot be the same person.

All student organizations whose activities regularly include domestic or international travel are required to have a minimum of three officers, which must include a Travel Compliance Officer. The President and Travel Compliance Officer cannot be the same person.

Article 6 – Selection of Officers

Section 1 – Method of nomination procedure and election of officers.

Section 2 – Statement that addresses the issue of a tie.
Section 3 – The officers shall be elected when (what semester) and shall take office when (what semester). Officer selection must take place at least once per academic year.

Section 4 – Term of office (may not exceed one year).

Section 5 – Statement whether or not an officer can hold more than one position (if so explain).

Section 6 – Statement whether officers can be re-elected (if so explain).

**Article 7 – Officer Vacancies**

Section 1 – Should a vacancy occur in any office, it shall be filled how (majority vote, appointment, consensus).

Section 2 – Must include a statement regarding term of the replacement officer (usually the remainder of the current term).

Section 3 – Impeachment process

**Article 8 – Advisor**

Section 1 – Duties of the faculty advisor

Section 2 – Method of faculty advisor selection

Section 3 – At least one advisor MUST be a full-time faculty, AMP or SP staff member at FAU

**Article 9 – Meetings**

Section 1 – Regular meetings shall be held when (on what day and how often)

Section 2 – Special meetings may be called by whom, why and how often (appointment, election).

Section 3 – A quorum for any regular or special meeting shall consist of a majority of the members (50% + 1).

Section 4 – Statement of what procedures will be used to conduct meetings (e.g. Robert’s Rules of Order).

**Article 10 – Amendments**

Explain in this section how your constitution can be amended.

Bylaws – Bylaws include details relating to committees, dues, voting and other governance, etc.

*All student organizations whose regular activities include travelling domestically or internationally must include the following statement in their constitution:*

___Name of student organization____ will have each member complete the following forms as a condition of membership: 1) Release of Liability Agreement, 2) Student Travel Code of Conduct. These forms must be completed annually by every member. In addition, prior to any domestic or international trip, ____name of student organization______, in consultation with the appropriate Student Affairs office or academic department, Office of International Programs (if travelling internationally), and student organization advisor, must host a pre-departure orientation meeting for all travelers.
The Release of Liability Agreement and the Student Travel Code of Conduct must be attached to the constitution.