

Student Organization Constitution

- I. Name of Organization
- II. Statement of Purpose
 - a. Clearly state the purpose of the organization, along with the desired future events & activities
 - b. The purpose of the organization must be consistent with the mission of the College.
- III. Membership
 - a. All members belonging to the organization named _____ agree to uphold in the conduct of our affairs all regulations of the College and the State University of New York.
 - b. Membership in _____ shall be open to all currently registered students at SUNY Geneseo.
 - c. All members agree that any involvement in an organization sponsored activity is voluntary. Participants of _____ actively acknowledge that they are undertaking participation at their own risk and that the College does not take responsibility for the safety or security of club activities.
 - d. _____ does not discriminate on the basis of race, sex, gender identity/expression, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation.
 - e. Membership Eligibility requirements (Requirements cannot be based on illegal discrimination)
 1. *How does one become a member? How is membership determined?*
 2. *Acceptable eligibility requirements include, but not limited to:*
 - a) Interest in a Subject, Special qualifications, Completion of training, Paying dues
 - f. **Anti-Hazing Statement:** Hazing means any act, explicit or implicit, committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization or team and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student, regardless of the person's willingness to participate. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. (Approved by College Council Feb. 17, 2012). Organizations responsible for incidents of hazing may lose College Registration and be excluded from the campus. **There will be no hazing involved in the recruitment or maintenance process of membership.**
 - g. Voting privileges: Voting privileges shall be granted to currently registered students at SUNY Geneseo (*How are voting members identified? What is the date in any one year by which one must join to still be able to vote? Who keeps the official membership list? Requirements for voting privileges may be used for eligibility but cannot be based on illegal discrimination.*)
 - h. The responsibilities of all members shall include:

1. *Acceptable responsibilities include, but not limited to: Attendance, participation, payment of dues, etc.*
- i. *Dues: Will there be dues? How will they be determined? Who determines the dues? Who approves the dues? What will be the procedure to collect dues? If someone wants to join half-way through the semester, will the dues be less for that person?*

IV. Officers

- a. *Titles of officers: Please include a statement indicating which positions are included on the executive board*
- b. *Qualifications*
- c. *Duties (For each position)*
- d. *Procedures for removal/impeachment from office: If an officer of _____ is thought to not be fulfilling their duties as described in the constitution any member of the club may bring it to the attention of the other officers. The officer being considered for impeachment must be notified and given the opportunity to defend their position to the club. If 2/3 of the members vote in favor of impeachment, then the officer will be removed. The advisor must oversee all impeachment proceedings.*
- e. *Procedures for filling a vacancy: How is this determined, who will be notified, how will voting occur?*

V. Elections

- a. *Who is eligible to run: Only full-time, fee paying students must serve as officers*
- b. *How nominations will be made: Self-nominations? Members-at-large?*
- c. *When elections will be held: Spring or fall semester?*
- d. *How elections will run (voting): Who oversees and conducts the election processes? Will there be speeches? How will voting occur? Who is responsible for counting the votes? How is the winner determined?*

VI. Advisor

- a. *How advisor will be chosen: What attributes may the advisor possess?*
- b. *Qualifications*
 1. *The advisor of _____(organization) must be a faculty or staff member of SUNY Geneseo or otherwise approved by the Department of Student Life. Emeriti are acceptable advisors.*
- c. *Expectations of the advisor: Attending meetings? Reading minutes? Coming to events?*
- d. *Advisor has no voting rights but has veto power for events or activities that directly violate College policy.*
- e. *Procedures for changing advisors: Reasons for changing advisor? How will potential replacements be identified (Nominations)? How will potential replacements be notified? Who will communicate with potential replacements? How will a replacement be chosen? Will there be voting? Will voting occur amongst general members or executive board members only?*

VII. Meetings

- a. *When will meetings be held? How frequently will they be hosted? Where will meetings take place (based on space availability)? Will meetings be held during the academic year only? During breaks? What happens if a meeting is cancelled? Who notifies members? How are members notified?*

- b. Method of informing members of meetings must be clearly stated.
- c. How many members necessary to conduct business? How many executive board members necessary to conduct business?

VIII. Finances

- a. Who is responsible for handling the budget
- b. Who approves the budget?
- c. Where are the funds deposited (SA funded account or Non-funded account)
- d. Who decides how funds are administered? How are funds administered? Who administers funds?
- e. What will funds be used for?

IX. Committees (if applicable)

- a. Procedure of appointment
- b. What committees will be part of the organization
- c. Committee responsibilities

X. Affiliation Clause (if applicable)

- a. If the organization is affiliated with a local, regional, or national organization, the constitution must clearly read, "When in conflict, SUNY Geneseo policy will supersede the policies of _____."
- b. Briefly describe the affiliation.

XI. Liability and Travel

- a. Before each event requiring student transportation:
 - 1. A travel form must be filled out online prior to travel
 - 2. Drivers and passengers must sign and submit the "Student Organization Request for Travel" form
 - a) These form must be submitted to the Department of Student Life prior to travel.
 - 3. (only use If applicable) At the beginning of each academic year, or upon joining _____organization, members must sign a liability waiver and return it to the Department of Student Life.

XII. Amendments

- a. How the constitution can be amended: Who can propose amendments (changes)? How can amendments be proposed? Will all amendments be presented to the active membership?
- b. How many votes of the active membership are needed to pass the amendment?

XIII. Ratification

- a. How the new constitution (as it presently reads) will go into effect: *Once a constitutional amendment has been passed, the amendment will be added to the constitution. The new amended constitution must be ratified. How will this occur? Will there be voting?*
- b. Updated constitution must be submitted to the Department of Student Life annually.
- c. The updated constitution must supersede the previous constitution.