

Office of Student Organizations
Jackson State University
Jackson, MS

Constitution/By-Laws Outline

PREAMBLE (Purpose of Organization)

ARTICLE I..... Name of Organization

ARTICLE II Requirements for Membership and
Means of Selection of Members

ARTICLE III..... Officers (Name, Type, Term of
Office, Elected or Appointed,
Duties)

ARTICLE IV Dues (Amount and when paid)

ARTICLE V Rules for Amending the Constitution

ARTICLE VI Frequency of Meetings

ARTICLE VII Committees

ARTICLE VIII Advisors

HOW TO COMPLETE THE ABOVE

Membership Provisions:

- ▶ Who can be a member
- ▶ Types of membership
- ▶ Methods of admitting new members
- ▶ Methods of dropping members
- ▶ What constitutes “good standing”

Officers:

- ▶ Duties and powers
- ▶ Provisions for filling unexpired terms
- ▶ Rules for election
- ▶ Procedure for recall

Dues:

- ▶ Amount and frequency
- ▶ When payable

Amendments to Constitution and By-Laws

- ▶ Notice to membership of proposed amendments
- ▶ Type of notice required
- ▶ Vote required to effect amendment
- ▶ Procedure for proposing an amendment (petition, motion)

Meetings:

- ▶ Types (regular, call)
- ▶ Procedures for calling special meetings
- ▶ Quorum (designate a percentage of the membership)
- ▶ Provision for notification of membership if no regular dates are established

Committees:

- ▶ Names (Finance, Membership, Constitution and By-Laws, Program, ect.)
- ▶ Who appoints
- ▶ Term of office
- ▶ Quorum
- ▶ Meetings

Advisors

- ▶ Two (2) must be selected
- ▶ One (1) of the two advisors must be member of the Jackson State University faculty or staff

The by-laws of the organization should contain:

- ▶ Detailed material concerning members, rights, duties, expulsion and resignation procedures
- ▶ Provisions for honorary membership, if the group desires
- ▶ Provisions for membership fees, dues and assessments, if there are to be any
- ▶ Name of the standing committees, if any, and the method of choosing the chairpersons and committee members. The duties of the committees should be stated here
- ▶ A provision for some accepted rules of order or parliamentary procedure, such as

Robert's Rule of Order

- ▶ A method to amend the bylaws, usually by majority vote