

**Fort Hays State University  
Center for Student Involvement**

**Student Organization Constitution & Bylaws Example**

**Constitution:**

- i. Name & Purpose of the organization
- ii. Membership:
  1. Who makes up your membership? What are the requirements?
  2. Process for removal of members.
  3. Non-discrimination statement for membership
- iii. Officers:
  1. List of Officers for the organization.
  2. Elections process: How are they elected? When? What happens in case of a tie?
  3. Process for officer removal.
- iv. Meetings:
  1. Regular meeting times & location.
  2. How & when are special meetings called?
  3. Notification of special meetings?
- v. Quorum: What percentage of membership needs to be present to conduct business?
- vi. Constitutional/Bylaw Changes:
  1. Process for amendments.
  2. Having been properly presented, amendments may be adopted by a 2/3rds vote of the membership at a regular meeting.
  3. Effective date.

**Bylaws:**

- i. Membership Dues
  1. Amount & date due.
  2. All policies and procedures for the handling of activity accounts through FHSU Student Fiscal Services must be followed.
- ii. Duties of Officers: A list of all duties for each officer.
- iii. Committees: List of standing committees, who the members are and the duties of each committee.
- iv. Parliamentary Authority: Roberts Rules of Order shall be the parliamentary authority of the organization.