

Louisiana Tech University

Student Organizations Committee

Model Constitution

This model constitution has been prepared by the Student Organizations Committee to serve as a guide for student organizations in their formation of a constitution. This model will NOT address every situation or condition that an organization will want or need to include in its own constitution. Please note, however, that this constitution does include every component that is required by the Louisiana Tech Student Organizations Committee. Omission of critical areas will result in the organization having to correct the constitution which will slow University recognition.

Listed below are the procedures that need to be followed in gaining recognition for a new student organization.

1. Student is given a copy of the model constitution and forms required for recognition. These forms include an organization registration form and a student organization contract.
2. Student returns constitution and completed forms along with a list of membership. Please note that a student organization must have 10 members who are students at Louisiana Tech University.
3. Constitution is reviewed by the Director of Student Development and/or members of the Student Organization Committee and is returned to the student organization for corrections if needed.
4. The Student Organization Committee will note any changes that it requires and will return it to the Student Activities Office with one of the following recommendations: (1) Approved as written (2) Approved with noted corrections (3) Disapproved (4) Request that constitution is reviewed by entire Student Organizations Committee.

5. If the constitution is approved as written, the student group is then officially recognized by Louisiana Tech University, and a mailbox is opened in the Student Activities Office. If the constitution is approved with corrections, then the student organization is given two weeks to present a corrected constitution. If the constitution is disapproved, the organization will need to make corrections and re-submit it to the Student Organizations Committee. If it is the consensus of the sub-committee that the entire Student Organizations Committee review the constitution, a meeting of the entire group will be called to review the document.

If you have any questions or concerns, please do not hesitate to call 257-3479 or come by the Student Activities Office located in Tolliver Hall.

Student Organization Committee Constitution Checklist

Shown below is a checklist that members of the Student Organizations Committee will follow in the review of any new or revised constitution. Please make sure that all of these elements are included in your constitution.

1. Name of organization
2. Purpose of organization
3. Definition of membership
4. Listing of special memberships (alumni, associate, etc.)
5. Definition of qualifications for membership
6. Listing of officer positions
7. Listing of officer duties. Please note that in duties of treasurer that at least two officers should cosign for any expenditure
8. Clear and workable method of officer election
9. Clearly established meeting times and a method of notifying membership of special meetings
10. Statement that Robert's Rules of Order will be followed
11. Listing of voting procedures. This can be as simple as a statement that voting procedures will follow Robert's Rules of Order
12. Method of amending constitution. **Please note that your constitution must state that no changes in the constitution will go into effect until approved by the Louisiana Tech Student Organizations Committee**

13. Method of selection of faculty advisor
14. Listing of standing committee names and responsibilities
15. Statement that your organization will abide by the rules and regulations of Louisiana Tech University
16. Anti-hazing statement
17. Make sure that pages are numbered
18. List date of most recent revision

