
CONSTITUTION GUIDELINES

Any organization must have some procedures by which to conduct its business. A constitution and by-laws are effective ways of establishing those procedures. The constitution and by-laws traditionally are two separate documents. The constitution sets forth the general principles creating the organization, membership and officer responsibility. The by-laws contain in more detail the procedures to be followed for meetings, decision-making, officer selection and financial transactions.

Generally, registered student organizations are of a size that only calls for a constitution. The following is a suggested outline for information to be included in a constitution. However there are two parts of this outline that **must be placed verbatim** into all student organization constitutions. The two parts include the section under membership, and under university policies.

PREAMBLE

We the students of the South Dakota School of Mines and Technology, set forth this constitution to ..., and do hereby adopt this Constitution.

Article I (*Name*)

State the name of the organization.

Article II (*Purpose*)

State the purpose of the organization.

Article III (*Membership*)

The membership of the organization, including (1) categories of membership such as “active” or “associate”, with any rights and privileges of each; (2) qualifications and eligibility including provisions for application, acceptance and termination; and (3) membership dues and collection procedures.

In general, voting privileges should be reserved only for SDSM&T students, but may be granted to other members (faculty, staff, alumni or honorary members) at the discretion of the organization.

Your membership section must include this statement, **verbatim**:

This organization does not discriminate in membership selection, officer election or other appointments, or practices of organizational activities on the basis of race, color, national origin, military status, gender, religion, age, sexual orientation, political preference or disability.

Membership of the Your_ Organization's Name shall not be restricted due to race, sex, religion, color, national or ethnic origin, age, disability, military service or sexual orientation, in compliance with Federal law, including the provisions of Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Exceptions to this non-discrimination clause may only be granted by the President of SDSM&T, upon the recommendation of the Director of the Student Activities and Leadership Center, and only in cases where such an exception is deemed appropriate to the nature of the organization. For example, a Greek letter sorority may be allowed to limit their membership to women only.

Article IV (*Officers*)

The officers of the organization specifying each office, their responsibilities and authority, term of office and procedures for election, removal, and filling of vacancies. Remember, officers must be full-time SDSM&T students in good academic and disciplinary standing.

Article V (*Advisors*)

The official advisor of the organization must be a full-time, permanent employee of SDSM&T. Additional advisors are allowed to serve in conjunction with the official advisor, provided that they have an official role with the local, regional, or national organization of the student chapter.

Article VI (*Meetings*)

The meetings of the organization including (1) the time for regularly scheduled meetings, (2) procedures for calling special meetings, (3) required notice of meetings and (4) quorum, order of business and disposition of minutes.

Article VII (*Executive Council*)

State the administrative board, cabinet or executive council of the organization that may be entrusted with any administrative authority and responsibilities, if applicable.

Article VIII (*Committees*)

State the committees of the organization including the process of appointment, responsibilities and reporting, if applicable.

Article IX (*University Policies*)

The following University Policies must be included, ***verbatim***, within your constitution. They are as follows:

This organization, including all members, officers and advisors, agrees to abide by all SDSM&T regulations, policies and procedures of an academic, non-academic, legal or financial nature.

This organization does not participate in or encourage any unlawful activity.

This organization, including all members, does not allow hazing in any form. Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in, a group or organization.

Article X (*Parliamentary Procedure*)

State the parliamentary practice to which questions will be referred, most commonly Roberts Rules of Order.

Article XI (*Amendments*)

State the procedure for amendments including advance notifications, number of readings and required vote for adoption.
