**Recognized Student Organizations Constitution Guide**

How to Use This Template

A constitution is a written document that establishes the rules and guiding principles of an organization. This template was created to help you write a constitution.

In the template below, you will find an outline of a generic constitution. In each section, there are instructions on how to make this template your own. Words written in red are instructions. Words written in blue are an example. Words in black must be included.

We recommend following these steps to write your constitution in a timely and efficient manner:

1. Hold a meeting with the leaders of your organization specifically for writing your constitution.
2. Establish who is responsible for completing the constitution. This can be the President, Secretary, or other designated member who will write, edit, print, and submit your organization’s constitution.
3. Go through this template section by section, filing in information appropriate to your organization (words written in blue are an example; these are the areas to replace with the information appropriate to your organization). Delete the instructions (written in red) as you complete each part.
4. Once you have a drafted version of your constitution that all the officers are happy with, consider bringing it before your members and receive any feedback they may have to offer.
5. After all feedback has been addressed, you should have a final version of your constitution. Now your constitution is ready for submission!

Important Note: Delete this page before submission!

Need help? Email rso-office@mnsu.edu or visit our office, CSU 173.

**Academic Boosters Club (ABC) at MSU, Mankato**

Insert your organization’s name here.

**Article I – Name and Affiliation**

1. **Name** 
   1. The official name of this organization shall be the Academic Boosters Club at MSU, Mankato.
   2. The short name for the organization shall be (ABC).  
        
      List the name of your organization. Make sure to include the official short name of the organization as well.  
        
      Note: We strongly do NOT recommend starting your organization name with “MSU, Mankato” “Mankato State” “Minnesota State Mankato” “MNSU” “MSU” or other names that reference the university; because RSOs are not officially a part of the university, it creates confusion and inconsistency with how people refer to the group on campus and can make it hard to find the group in searches online. If you must include the University name in your organization’s name, we recommend adding “at MSU, Mankato” to the end.   
        
      Question to consider: Does it convey quickly and eloquently what the organization will do/what the organization is about?
2. **Affiliation**
   1. The Academic Boosters Club at MSU, Mankato is not affiliated with any national organization; it is local to the university.

Does your organization have a national affiliation? If so, you will list it here. If you do not have any affiliation, follow the example.

**Article II – Purpose**

1. The mission of this organization shall be to mentor students who are facing academic probation or are struggling to meet the university academic requirements. We will provide students with the necessary assistance to make their college experience an enjoyable one.

What does your organization exist to do? What is your purpose? That is your mission. This should be unique from all other currently registered student organizations. It should also be broad enough to allow for flexibility within the organization, but specific enough to convey understanding of the uniqueness and purpose of the organization.

Insert your mission statement above.

**Article III – Authority**

1. This organization is a Recognized Student Organization at Minnesota State University, Mankato and adheres to all campus policies as set forth in the Minnesota State University, Mankato Code of Student Conduct and the Minnesota State University, Mankato RSO Handbook.

**Article IV – Membership**

1. Any Graduate or Undergraduate student at Minnesota State University, Mankato who maintains a cumulative GPA of 3.0 or higher in their respective majors is eligible to join the Academic Boosters Club at MSU, Mankato.

Are there requirements to be eligible for membership in your organization? Note that the membership requirements cannot be in conflict with the mandatory non-discrimination clause, listed below.

1. The Academic Boosters Club at MSU, Mankato will not restrict or determine Membership based on an individual’s race, sex, color, creed, religion, age, national origin, disability, marital status, socioeconomic status, status with regard to public assistance, sexual orientation, gender identity, gender expression or familial status.

This clause is mandatory and is required to be in compliance with the MSU, Mankato student code of conduct; the language is consistent with that of the Student Code of Conduct.

1. In order to be offered membership in the Academic Boosters Club at MSU, Mankato, candidates for membership must be approved by a majority of the current membership.  
     
   How do you establish who is a member? This is different from who is eligible to be a member, and can be established by election, invitation, selection, or meeting an attendance requirement. If membership is extended by voting, you must state the type of vote required (majority of members, unanimous decision, two thirds of membership.
2. The organization may have associated members who are non-MSU, Mankato Students or who do not meet the above criteria. Associated members shall have all membership privileges except for the right to vote or hold office. By MSU, Mankato policy, no more than one-third (33%) of voting membership shall be individuals who are not current MSU, Mankato students (e.g. community members, students at other colleges, etc).  
     
   If your organization has honorary or associated members, list out what the membership privileges are. MSU, Mankato policy prohibits non-MSU, Mankato students from holding officer roles or voting rights in Recognized Student Organizations.
3. An accurate listing of the membership is to be kept on the organization’s Engage page and regularly submitted by way of the Re-Registration and Roster-Verification forms.

**Article V – Officers**

1. **Executive Officers**
   1. **President**
      1. Preside over all executive and membership meetings.
      2. Prepare agenda for meetings.
      3. Appoint committees and committee chairs.
      4. Represent Academic Boosters Club at MSU, Mankato and all of its members at all times.
      5. Submit the annual RSO re-registration request.
      6. Complete the required President and Officer trainings offered by the RSO Office to become familiar with policies and procedures that are relevant to RSOs.

List the responsibilities and duties of the President, specific to your organization. Use a separate bullet point for every duty. Note: The president must be the individual submitting the annual re-registration request.

* 1. **Vice-President**
     1. Handle the internal functions of the organization.
     2. Assist the President in fulfilling the goals of the organization.
     3. In the absence of the president, the Vice president shall preside at organization meetings and perform the president’s responsibilities.
     4. Complete the required Vice President and Officer trainings offered by the RSO Office to become familiar with policies and procedures that are relevant to RSOs.

List the responsibilities and duties of the Vice President, specific to your organization. Use a separate bullet point for every duty.

* 1. **Secretary**
     1. Keep accurate history and records of the Academic Boosters Club at MSU, Mankato’s activities and meetings.
     2. Write and distribute meeting minutes for each executive board and general body meeting.
     3. Maintain membership records for the organization.
     4. Complete the required Secretary and Officer trainings offered by the RSO Office to become familiar with policies and procedures that are relevant to RSOs.
     5. Update the organization’s roster on Engage to ensure accuracy.

List the responsibilities and duties of the Secretary, specific to your organization. Use a separate bullet point for every duty.

* 1. **Treasurer**
     1. Keep financial records updated and accurate.
     2. Collect dues for the organization and deposit into the organization’s account.
     3. Balance the Academic Boosters Club at MSU, Mankato’s checkbook and all accounts.
     4. Complete the required Treasurer and Officer trainings offered by the RSO Office to become familiar with policies and procedures that are relevant to RSOs.

List the responsibilities and duties of the Treasurer, specific to your organization. Use a separate bullet point for every duty.

**Does your organization have any other officers? Add their role and responsibilities. If you use different names for these positions, please add them in parentheses next to the President, Vice-President, Treasurer, and Secretary.**

1. **Election of Officers**
   1. **Officer Eligibility**
      1. Officers must be in good academic and disciplinary standing at the time of their election and remain in good standing during their tenure in office.
      2. To be eligible to be elected as an officer of a Recognized Student Organization, a person must be enrolled in at least one credit hour at MSU, Mankato each semester during the regular academic year.
      3. Officers must hold a 3.5 GPA at the time of their election and remain in good standing during their tenure in office

What are the requirements to be an officer in the organization? Note that the sentences in black are required by the university. If there are additional requirements, add them in the blue text section.

* 1. **Term of Office**
     1. Each Executive Officer position shall be elected once every academic year in the Spring Semester.
     2. The incoming officers shall serve from the Fall to Spring Semester of the following academic year.

How long is the term of your elected officers? Define terms above.

* 1. **Election Procedure**
     1. Elections shall be conducted by secret ballot no later than the 8th week of classes in the Spring Semester preceding the beginning of term of office.
     2. Candidates for election will fill out an application two weeks prior to the election in order to be included on the ballot.
     3. A candidate must receive the majority of votes of those present-and-voting to be elected to office.
     4. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes.

How will elections take place? How many votes are necessary to be elected? What other election procedures do you use in your organization?

* 1. **Removal/Replacement of Officers**
     1. If an officer needs to step down or is being asked to step down for not fulfilling their duties, the membership/executive board will hold a meeting and follow majority vote to determine if the officer is to be removed.
     2. If an officer is being replaced outside of election time, the Academic Boosters Club at MSU, Mankato will hold an election for that position following rules of elections.

How will officers be removed or replaced should they no longer be able to do their job? Enter that procedure above.

**Article VI – Executive Board**

1. **Membership**
   1. The Executive Board shall consist of all elected officers, committee chairs (if applicable), and advisors.

Who will make up the executive board of the organization? List those positions here.

* 1. Advisor(s) will serve as non-voting member(s) of the executive board.  
       
     If advisors are a part of the executive board, they are not eligible to serve as voting members.

1. **Responsibilities**
   1. The Executive Board shall have general supervision of the affairs of the organization between meetings, and is authorized to take action when action must be taken prior to the net meeting.
   2. The Executive Board shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by a majority vote.

What are the responsibilities of the executive board? List them here.

**Article VII – Advisors**

1. **Requirements of the Advisor**
   1. The primary advisor must be a faculty/staff member at MSU, Mankato. Graduate assistants or community members may serve as secondary advisors.
   2. Advisors shall serve on an academic year basis or until their successor has been selected.
   3. The advisor must be a member of the Center for Academic Success.  
        
      What are the requirements in order to be an advisor?
2. **Selection of the Advisor**
   1. The advisor shall be selected by a nomination from the officers with a confirmation by a majority vote of the members.
   2. In the event that the advisor is unable to continue in their position, the officers may nominate a replacement that must be confirmed by a majority vote from the members.
3. **Duties of the Advisor** 
   1. The advisor will fulfill the responsibilities specified in the MSU, Mankato Advisor Roles and Responsibilities.
   2. Advisors do not have voting rights.
   3. The advisor shall serve as a resource person and provide advisory support for the officers and members of the organization.
   4. The advisor shall attend executive meetings and events planned by the organization.

What are the duties/responsibilities of your advisor? Enter your advisor’s role above.

**Article VIII – Operating Procedure**

1. **Meetings**
   1. A meeting of the Academic Boosters Club at MSU, Mankato shall be held no less than bi-monthly and no more than weekly.

How frequently will your organization hold meetings? Is there an attendance requirement for certain rewards or recognitions? Enter procedure above.

* 1. Special meetings may be called by the President or any three members provided that all members have been notified at least twenty-four hours in advance.  
       
     If your organization needs to call a special meeting, how is that done? Enter that information here.

1. **Decision-Making Process**
   1. The Executive Board shall put-to-vote any decisions being made concerning the general membership of the Academic Boosters Club at MSU, Mankato.
   2. Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as 51% of the voting membership.

How will decisions be made in your organization? How will decisions be shared to your membership? Enter procedure above. Note that organizations may choose to have a lower quorum, such as one-third, or a specific number of members.

* 1. Members must be present and in good standing to vote.

1. **Amending the Constitution and Bylaws**
   1. Amendments to this document may be made at a regular meeting by a two-thirds vote of all members.
   2. The Executive Board shall review and make recommendations for amendments prior to consideration by the membership.
   3. The proposed amendment(s) shall be submitted in writing to all members of the organization at least seven days before being voted upon.

How can this document be amended? Who can make amendments? When can amendments be made? Enter procedure above. It is recommended that no constitution should ever be amended by less than a two-thirds vote.

* 1. A copy of any amendments to this constitution must be uploaded to the organization’s Engage page within two weeks of adoption.

**Article IX – Financial Statement**

1. **Not-For-Profit Statement:**
   1. This organization is a not-for-profit organization. Any funds obtained through fundraising or other means must go back to the organization.
2. **Funding** 
   1. Funding for the Academic Boosters Club at MSU, Mankato will come from dues, fundraising events, and donations.  
        
      How will your organization raise money? Note that Student Government does not directly fund RSOs; any money raised by the organization must come from other sources.  
      **\* If your organization receives funding from a department (Campus Rec, Multicultural Center, International Student Association, academic department, etc.) you should note that here.**
   2. The dues for members of the Academic Boosters Club at MSU, Mankato shall be no more than ten dollars a semester to be collected by the second meeting after the Involvement Fair.

Will your organization collect dues? How much? What can they be spent on? Who determines how much are dues? Enter above.

* 1. The Academic Boosters Club at MSU, Mankato will also hold fundraisers at a minimum of once a semester to bring in additional funding on top of dues to be used to further our mission.

Will your organization fundraise? How often? Enter above.

1. **Expenditure of Funds**
   1. All funds are to be deposited with and expended through the MSU, Mankato Business Office or by an authorized checking account at a local bank.  
        
      List where the funds for the organization will be stored.
   2. Funds shall be expended upon the authorization of the organization by a majority vote of those present or in case of an emergency, expenditure upon the authorization of the Executive Board and the approval of the Advisor.  
        
      If the funds are stored in an account at a local bank, it is recommended that the account is set up to require two signatures, coming from the President, Treasurer, and/or Advisor.
2. **Auditing of Funds**
   1. An audit may be conducted at any time in compliance with current University policy. A special audit can be undertaken upon a vote of the majority of the members present at any regular meeting or at the discretion of the Executive Board and/or Advisor.
3. **Beneficiary Addendum** 
   1. Should the Academic Boosters Club at MSU, Mankato cease to exist all of our funds will be donated to the Minnesota State University, Mankato Recognized Student Organizations Office.
   2. The address of this beneficiary is: 173 Centennial Student Union, Mankato MN 56001.

Where will leftover funds go should your organization cease to exist? Explain above.

**Article X – Non-Hazing Compliance Statement**

1. The Academic Boosters Club at MSU, Mankato maintains a strong commitment to not engaging in any activities that could be considered or construed as hazing by any legal party or Minnesota State University, Mankato.
2. Hazing is defined as any activity without reasonable or legitimate educational value expected of someone for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization that humiliates, degrades or risks emotional, psychological, and/or physical harm, regardless of a person’s willingness to participate.
3. In cases of individual violators, appropriate disciplinary action may be imposed as outlined in *The Minnesota State Basic Stuff Student Handbook*. In cases where the entire organization has authorized such conduct; loss of privileges, temporary suspension of registration, or rescission or termination of registration may be imposed.

**Article XI – Enabling Clause**

1. This Constitution was reviewed and ratified by the Executive Board on Sept. 26, 2019 at a regular body meeting.
2. The entire membership and Executive Board were in agreement with this document.

Update the date to when you voted on this constitution.

**Additional Procedures (if available)**

If you have additional Articles you need to add or separate bylaws, you can include them here.

**Signatures/Dates**

**President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vice President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We recommend having the advisor and officers sign off on the constitution once it has been reviewed and updated; the constitution should be reviewed annually to ensure it is current.