

Sample Constitution of the New Student Organization

PREAMBLE

We, the members of the *New Student Organization*, to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

ARTICLE I

Name

The purpose of *NSO* shall be to *help provide information and assistance to groups wishing to become registered student organizations at the University of South Carolina Beaufort.*

ARTICLE II

Membership

Section 1. Membership in *NSO* shall be limited to persons officially connected with the University as faculty, staff, or full-time students. Students taking six (6) credit hours or more and who pay the University Fee are considered full-time students. Students enrolled in the spring semester under the above conditions who have pre-registered for the fall semester, as well as students enrolled in summer classes, are eligible for summer membership.

Section 2. Membership in NSO shall not be limited to persons based on their race, color, religion, sex, national origin, age, disability or veteran status.

Section 3. *Active membership in NSO shall be conferred upon those members who, in addition to the above requirements, have paid the semester dues in full within one month of the first day of class. (All constitutions have provisions defining active membership).*

ARTICLE III

Organization

Section 1. The officers of the organization shall be elected from the active members. *Any student seeking to hold or holding office must maintain the cumulative GPR requirement for graduation and remain in good standing in their respective college.*

Section 2. The elected officers of NSO shall consist of a President, Vice President, Secretary, and Treasurer, which shall serve as the Executive Committee.

Section 3. Elections:

- A. All officers shall be elected on or before April 1 of each year, and shall serve one-year terms.

- B. All officers shall be elected by a majority of the votes cast. Only active members are eligible to vote. If no candidate for an office receives a majority of the votes cast, then only the top two candidates will be placed on a second ballot for that office until a majority is reached.
- C. A quorum of one-half of the active membership shall be reached for all meetings where officer nominations or elections take place.
- D. All elections shall be conducted by secret ballot. The ballots shall be tabulated by any two officers.

Section 4. Officer's Duties

- A. The President shall preside at all NSO meetings, and have the authority to appoint all committee chairpersons, to create new committees, to nominate a faculty advisor to be approved by the active members, and to act as a spokesperson for the organization.
- B. The Vice President shall preside at all NSO meetings in the President's absence, and upon his resignation, shall become the president of the organization for the duration of his term. The Vice President will support the President in all Special Projects.
- C. The Secretary shall handle and keep a record of all NSO business and correspondence, including, but not restricted to: recording minutes at all NSO meetings; keeping an up-to-date file on all members; informing members of all NSO meetings and activities.
- D. The Treasurer shall handle all financial transactions of the organization, including, but not restricted to: the collection of dues; managing all bank accounts; and recording all transactions in the appropriate books.

Section 5. The Faculty/Staff Advisor to NSO shall be nominated by the Executive Committee and approved by a majority vote of a quorum of active members. The Faculty/ Staff Advisor must be selected from full-time faculty or administrative staff members at the University. The Advisor shall serve as a liaison with the University, and help in the transition period between officers. The Advisor will be invited to and notified of all NSO meetings and activities.

ARTICLE IV
Dues and Finance

Section 1. *The Executive Committee will establish the dues for NSO at the first meeting of the fall semester. The Treasurer must receive payment of dues within one month of the first day of class of each semester to be an active member of NSO.*

Section 2. *NSO will finance its activities through membership dues, fundraising projects, and may apply for funds from the Senate Finance Committee after NSO has been registered for one year and are eligible.*

ARTICLE V
Meetings

Section 1. The first meeting of the fall semester shall be held within two weeks after classes start.

Section 2. Regular meetings shall be held at least once a month during the school year at time set by the organization.

Section 3. **The meetings shall be conducted in accordance with the revised edition of Robert's Rules of Order.**

Section 4. **The basic agenda at regular meetings shall be as follows:**

- A. **Call to order**
- B. **Roll call**
- C. **Approval of minutes**
- D. **Executive committee report**
- E. **Officer reports**
- F. **Committee reports**
- G. **Old business**
- H. **New business**
- I. **Announcements**
- J. **Adjournment**

Section 5. **Action on any business, old or new, requires a quorum of one-half of the active membership of the organization. (All constitutions must have provisions determining quorum).**

ARTICLE VI

Removal from Office

Section 1. An **NSO** officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

Section 2. A written request stating the reasons for dismissal and signed by at least three (3) active members of the organization must be submitted at a regularly scheduled meeting.

Section 3. Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to that regular meeting prepared to speak.

Section 4. A two-thirds (2/3) affirmative vote of all active members is required to remove the officer from office.

ARTICLE VII

Constitutional Amendments

Section 1. The Constitution is binding to all members of **NSO** but is not binding unto itself.

Section 2. Amendments to the Constitution must be proposed in writing by any active member of **NSO** at any regular meeting at which two-thirds (2/3) of the active members are present.

Section 3. Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

Section 4. Proposed amendments will become effective following a three-fourths (3/4) affirmative vote of the active members.

ARTICLE VIII

Ratification

The undersigned student(s) of the University of South Carolina Beaufort, after a three-fourths (3/4) affirmative vote of active members, do hereby agree to follow the guidelines of this Constitution.

Signed: _____ Date: _____
(Constitution may be ratified by member's signatures or officers' signatures and attached petition sheet. All ratifications must be dated).

*******PLEASE NOTE******* Items in *italic* and underlined may be altered to fit your organization's needs.