

STUDENT ORGANIZATION CONSTITUTION CHECKLIST

The constitution must follow the article sequence provided below. Article III, IV, and V must appear verbatim, no delineation. Additionally, organizations may add additional articles that specifically drive the goal of their organization. **TEXT IN BLUE INDICATES WHAT MUST APPEAR VERBATIM.**

● ARTICLE I - NAME OF ORGANIZATION

- The name **may** contain GSW, Georgia Southwestern State, or Georgia Southwestern State University, **however**, it may only appear as [organization name] at GSW, not GSW [Organization name} or [organization name] of GSW.
- If your organization is affiliated with a local or national organization, please state that here.

● ARTICLE II - PURPOSE STATEMENT

- The purpose of the organization must be clearly stated.
- This article should illustrate why the organization is unique and what members gain from involvement in/with the organization.

● ARTICLE III - GSW AFFILIATION AND COMPLIANCE

- *Section A. Affiliation*
 - *This organization is a Registered Student Organization (RSO) at Georgia Southwestern State University, but is not part of the university itself. In all correspondence and publications, it may refer to itself as an organization at Georgia Southwestern State University, but not as part of Georgia Southwestern State University itself.*
- *Section B. Financial Responsibility*
 - *[NAME OF RSO] accepts full financial and production responsibility for all activities it sponsors*
- *Section C. Regulations*
 - *[NAME OF RSO] agrees to abide by all pertinent Georgia Southwestern State University policies and regulations, including the most current RSO manual and Student Code of Conduct. Where Georgia Southwestern State University policies and regulations and those of the RSO differ, the*

policies and regulations of Georgia Southwestern State University will take precedence.

- *Section D. Liability*
 - *[NAME OF RSO] recognizes and understands that the university assumes no legal liability for the actions of the organization.*

● **ARTICLE IV – UNIVERSITY REGULATIONS**

- *Section A. Non-Discrimination*
 - *[Name of organization] agrees that Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex, sexual orientation, gender orientation, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the Georgia Southwestern State University Non-Discrimination Statement. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, or national origin in programs or activities that receive federal financial assistance. Title IX states that: no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.*

- *Section B. Sexual Harassment*
 - *[Name of organization] agrees that it will not engage in any activity that is unwelcome conduct of a sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking.*

- *Section C. Hazing*
 - *[Name of organization] agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.*

- *Section D. Responsibility to Report*
 - *If this organization becomes aware of any such conduct described in this article, [Name of organization] will report it immediately to the Department of Residential and Campus Life, the Director of Rights and Responsibilities, or the University's Title IX Coordinator.*

● **ARTICLE V – MEMBERSHIP**

- *Membership in this organization is open to all enrolled students at Georgia Southwestern State University. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.*
- If you have GPA requirements or additional academic requirements, list them here.

● **ARTICLE VI – OFFICERS**

- Titles of elected officers (President, Vice-President, Treasurer are required elected officers)
- Job descriptions for all elected officers
- Title of appointed officers and who appoints them
- Job descriptions for all appointed officers
- Term of office (either academic or calendar year)
- Procedures for impeachment (encourage membership be involved in vote)
- Procedures to handle other vacancies (resignation, officer ineligibility, or similar occurrences)

● **ARTICLE VII – ELECTIONS**

- Officer eligibility
- Nomination timeline and process
- Month of elections (must be congruent with term of office)
- Election rules and procedures (including required margin of victory)
- Balloting procedures
- Run-off procedures in the event of a tie (revote by members is encouraged)

● **ARTICLE VIII – STUDENT ORGANIZATION ADVISOR**

- Duties and responsibilities

- Selection method and margin of selection (encourage vote by members)
- Term of office (recommended one year with opportunity to be reappointed)
- Process of replacement for student organization advisor (should be similar to original selection method)

● **ARTICLE IX – FINANCE**

- If not charging dues:
 - State that dues will not be charged or collected
 - Share how you will raise funds and how those funds will be used
 - Communicate that your organization will or will not apply for Student Government funding
- If charging dues:
 - State the cost of dues
 - Tell when dues will be collected
 - Share how the dues will used

● **FINAL ARTICLE – AMENDMENTS**

- Process for proposing amendments, including:
 - Who can propose (encourage that members be allowed to propose)
 - Who are amendments proposed to
- Process for amending the organization's constitution must be outlined
- Vote necessary to approve the changes (margin and encourage members be allowed to vote)
- All amended constitutions must immediately be submitted directly to the Department of Residential and Campus Life for review and approval.

● **MISCELLANEOUS THINGS TO REVIEW AND NOTE**

- Every time there is a vote, there is a margin of approval (ex. Majority, 2/3rds, etc.)
- Is membership included in voting? Why or why not?
- Is there an equal balance of power? Democratic process? Checks and balances?
- Is it formatted correctly?
- Is the required verbatim text correct throughout?
- Are there any large grammatical errors that change the meaning of the constitution?
- Is language and timeline congruent throughout?
- Could you follow this constitution without any other information? Does it make sense?
- Religious organizations will not be denied registration solely because they limit leadership positions to students who share the same religious beliefs
- Any group that is formally affiliated with a national entity that has a Title IX exemption status based on sex may be restricted

List any questions or comments for this organization below: