In order to promote fair and consistent standards by which student organization constitutions are reviewed, the Director of Programs for Leadership and Service Education (PuLSE) will follow the criteria below in determining approval of submitted constitutions.

All new constitutions must be typed and submitted to the PuLSE office in a clear and concise form. Electronic submission is preferred and, upon approval of becoming a new RSO, an electronic copy will need to be uploaded to the online recognition system. Organizations affiliated with a national chapter are required to file a copy of the National Constitution of that group as well as a local chapter constitution with the PuLSE Office.

Constitutions should be reviewed with outgoing and incoming officers each year or as changes occur within the organization. Revisions to constitutions should be carefully considered and approved as indicated in the document. When changes are made, a copy of the revised document should be uploaded to the online recognition system.

The text in the Sample Constitution is a suggestion only, but all constitutions must include the following:

- Organization name
- Purpose
- **Precedence**
- **Membership requirements, including:**
  - Membership shall be open to all currently enrolled Butler University students.
  - No hazing or discrimination will be used as a condition of membership in this organization.
  - Insert organization name "will not discriminate on the basis of race, color, sex, marital status, religion, creed, national origin, disability, age, military or veteran status, sexual orientation, gender identity and expression or any other protected characteristic."
  - Revocation of membership
  - Meeting requirements
- **Officers, including:**
  - Eligibility
  - Titles and duties
- **Selection of officers, including:**
  - Who is eligible to vote?
  - Election process
  - Term of office
- **Officer vacancies, including:**
  - Removal of officers
  - Resignation
  - Filling vacant officer positions
- **Advisor (must have one full-time Butler faculty or staff advisor)**
- Financial obligations of the members must be specified. If there are no financial requirements, this must be stated as well.
- Amendments

**RSO SAMPLE CONSTITUTION**

The constitution of an organization is the official document that sets for the principles upon which the organization is founded. This document should contain a clear statement of the purpose of the organization and detail the responsibilities of both the officers and the members. The constitution is the benchmark for the development of specific objectives. Additional articles in a constitution are possible, but those below are adequate for most student organizations. Items marked in bold font are required in all organization constitutions. Statements that are both italicized and bolded can be used verbatim.
Name of Organization Constitution

Article I. Organization Name
The name of this organization shall be...

Article II. Purpose
(Insert your Mission Statement or Statement of Purpose here)

Article III. Precedence
The rules and regulations of Butler University shall take precedence over this constitution.

Article IV. Membership Requirements
Section 1. Membership shall be open to all currently enrolled Butler University students.

Section 2. Insert organization name "will not discriminate on the basis of race, color, sex, marital status, religion, creed, national origin, disability, age, military or veteran status, sexual orientation, gender identity and expression or any other protected characteristic."

Section 3. No hazing or discrimination will be used as a condition of membership in insert organization name.

Section 4. Eligibility requirements of members
Include processes potential members complete to become & stay a member, i.e., application form, dues or other financial requirements, attendance at meetings, etc.

Section 5. Expulsion of members
Include specifics...such as a member may only be expelled from the organization if a majority (50% + 1) of the membership votes for his/her expulsion.

Article V. Officers
Section 1. This organization shall have _____ (#) officers. All officers must be currently enrolled Butler students.
List all officer positions.

Section 2. Eligibility
Include specifics on qualifications or requirements a person must meet to hold each office.

Section 3. Terms of Office
Indicate how long the term of office is and possibly when each term begins.

Section 4. Duties of Officers
Be specific. Include duties for each officer listed above. Things to consider for this section: Can officers vote? Can someone hold more than one office at a time? Can officers be re-elected?

Section 5. Removal of Officers
How will an officer’s removal be handled? How will an officer’s resignation be handled?

Section 6. Filling Vacant Officer Positions

Article VI. Elections
Section 1. Time of elections
Section 2. Voting
Things to include: who may vote, how voting will take place, rules of proxy voting, how nominations will take place, how many votes are needed to win, run-off information, etc.

Article VII. Advisor
Section 1. Qualifications and methods of selection. Organizations must have at least one advisor who is a full-time Butler faculty or staff member.

Article VIII. Meetings
Section 1. Regular meetings will be held...
Section 2. Quorum

Article IX. Amendments
Section 1. Amendments (additions) and Revisions (changes).
Indicate how and when this document will be reviewed by members/officers.

Section 2. What percentage of members are required to approve changes?
Usually 2/3 or ¾ of the total membership is needed to approve such changes with the membership receiving advance notice of the vote.

Section 3. Which officer/member is responsible for initiating the creation and distribution of the new/changed document.