

Student Organization Constitution and Bylaws

DIVISION OF STUDENT AFFAIRS: THE OFFICE OF STUDENT ACTIVITIES

Developing your Constitution and Bylaws

For your convenient reference, a suggested format for your organization's constitution and by-laws has been prepared. If you need further assistance, contact the Office of Student Activities at 912-478-7270 (Statesboro) or 912-344-2504 (Armstrong) or at osa@georgiasouthern.edu

What are the constitution/bylaws?

A constitution is the basic framework of an organization. It should state the general operating procedures and policies of a group, which are not subject to change frequently. Basically, the constitution offers the groundwork upon which an organization functions.

The bylaws contain a more detailed method of doing business and specific rules. For example, the constitution would establish that dues are a requirement for membership and would outline the method of determining the amount; and the bylaws would state the specific due amounts for members.

In the constitution below, the **yellow highlighted items are required by the organization**. The **green highlighted items are strongly recommended** for the effective operation of the organization, however not required by OSA. The red sections explain the purpose of each section and detail the importance of including it in your constitution.

Note: *The following information is offered only as a suggestion to guide the organization's thought processes. Your organization's constitution/bylaws does not have to follow the order or this sample constitution/bylaws. The sections that are marked with an asterisk **MUST** be in your constitution/bylaws. Please consult with the Office of Student Activities, if you are in need of more information about organizational constitutions.*



Pancake Club Constitution & Bylaws

Article I. Name

***This section details the name of the organization. Any national affiliations or acronyms may also be included. Remember your organization may not have Georgia Southern University, Georgia Southern, GS, or Armstrong before the name of the org.**

The name of this organization shall be the Pancake Club Culinary Arts Society. It will also be known as Pancake Club, Pancake Club at Georgia Southern, and by the acronym PCCAS.

Section 1. National Affiliation

The Pancake Club is a subsidiary of the National Pancake Clubs of America.

Article II. Purpose

***This section details the purpose of the organization. This section defines the goals of the org both to the campus and to the members, the purpose of the organization, and what guides the purpose of the org. All three sections are NOT required, however, these 3 sections allow for a clear set of details for the purpose of the organization**

The club works to advance knowledge and appreciation of culinary arts through visiting workshops, bi-weekly meetings, and raising funds through print sales for members to attend various exhibits, conferences, and workshops. The club aims to bring pancake culinary arts to the public and to help improve the artistic experiences of all members.

Article III. Membership

***Portions of this section are required and contain details regarding full membership. This includes a statement limiting full membership to students enrolled at Georgia Southern, and the Anti-Hazing and Anti-Discrimination clauses (Fraternity and Sororities are not required to include the Anti-Discrimination clause).**

Section 1. Membership Definition

Full membership is open to currently enrolled full-time students at Georgia Southern University.

Section 1.1 Membership types

***This section above details the types of memberships allowed. This is useful for distinguishing between members of the organization who are not GSU students. This is strongly recommended to encourage non-GSU students the opportunity to participate in the organization while abiding by the requirements put forward by OSA. If your organization has associate/alumni membership, the constitution must EXPLICITLY STATE these members cannot hold an executive position AND must be older than 18 years of age.**

There are two types of memberships associated with PCCAS. General members are defined as students with full membership. Associate members are students who do not have full membership due to not meeting the requirements for full membership as stated in Article III Section 1. Associate members cannot hold an executive board position and must be 18 years of age or older. Executive Board Members are students with full membership as well as holding an execution position with PCCAS.

Section 2. Membership Expectations and Responsibilities

***The expectations and responsibilities section is highly recommended to avoid conflict between members and officers over duties of the members. This section will allow for specific identification of the duties and responsibilities of the members. This will ensure the members are aware of their requirements for joining the organization upfront and will help maintain consistency of duties of all members**

Attend meetings, workshops, help work sales, help make pancakes, pay dues. Dues are \$20 per semester: Dues supply pancake-making materials, packaging, and labeling materials for pancake sales.

Section 2.1 Inability to pay Dues

***This section above about due payment is strongly encouraged because of the likelihood of its occurrence. In the case this does occur, it would be unfair to students who pay the dues annually if one person is not forced to pay. Therefore, by including this section in your document, you offer transparency about the policy on non-paying members.**

If a student is unable to pay dues, their dues may be temporarily waived for up to 1 month, and are given the opportunity to participate in club sales to raise funds for their dues.

Section 3. Anti-Discriminatory Statement

***This section is strongly encouraged under the membership section.**

The Pancake Club does not discriminate against any otherwise qualified individual on the basis of race, color, sex, sexual orientation, gender identity and expression, national origin, religion, age, veteran status, political affiliation, or disability.

Section 4. Anti-Hazing Statement

***This section (Hazing and Inclusion aka Anti-Hazing clause clause) is required under the membership section.**

This organization will not initiate, participate in or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Hazing is defined in the Georgia Southern University Student Conduct Code as: Any act, intentional or unintentional, regardless of a Student's willingness to participate in such activity, which subjects a Student to an activity which, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership, office, or other status in a Group or Organization: i. Endangers or is likely to endanger the emotional, mental, financial, or physical health or safety of a Student (including, but not limited to, acts that cause or are likely to cause physical discomfort, embarrassment and/or ridicule), ii. Coerces a Student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the Student to a likely risk of vomiting, intoxication, or unconsciousness, iii. Destroys or removes public or private property. b. Any other activity that meets the definition of "hazing" under applicable law, including but not limited to the "Max Gruver" Legislation Senate Bill 85 (see the following link for full policy: [Max Gruver Legislation](#)).

Section 5. Removal Process of Members

***This section details the discipline, removal, and appeals process for members. This section is strongly recommended in the event that members are negatively reflecting the organization. By detailing a removal process, the organization will be protected from inappropriate or unnecessary ejection of members from the organization. This section will provide guidelines for members and leaders to understand the expectations of their behaviors as well as guide the ejection of members from the organization.**

Section 5.1. Discipline of Members

If a member breaks the rules implemented by the Georgia Southern University Student Code Conduct and/or the Georgia Southern University Student Organization Handbook they will be put up for expulsion by a majority vote of the council. The process will include any member having the authority to formally bring the issue to the council.

Section 5.2. Expulsion of Members:

A member may be removed from the organization by a majority vote from the council. The president will conduct the vote. The expelled member will be notified via email and a formal letter.

Section 5.3 Removal Appeals

Any General Member who has been removed by the Board can appeal this decision by writing an appeals letter to the Advisor of PCCAS. This appeal must be based on evidence of procedural error or unjust treatment. The Advisor shall respond to all appeals within one (1) week from submission. The decision of the Advisor shall be final.

If an appeal is upheld and the decision for removal overturned, the General or Exec Board Member will be reinstated under a probationary status with two (2) strikes.

Article IV. Officers

***This section on the officers of the club is a required portion of the Officers section. Your organization is required to disclose the minimum of 4 officer positions (more is acceptable), and state the minimum qualifications for each position.**

Section 1. Executive Board Members Definition and Qualifications

The Executive Board Members of the Pancake Club shall be the President, Vice President, Treasurer, Secretary, and Content Creator.

1. Qualifications

a. **Required:**

- i. Be enrolled as a full-time, degree-seeking student at Georgia Southern University.
- ii. Maintain a minimum 2.5 cumulative GPA during their term.

Section 2. Executive Board Responsibilities

**This section details the job responsibilities for each leadership position. This section is strongly recommended for similar reasons as the general member role definitions. By clearly defining each officers role, it is possible to reduce the confusion between officers about who fulfills which role, and also allows for each officer to hold the others accountable for the success of the entire organization*

Section 2.1. President

Oversees other officers - vision/mission: spokesperson: succession : committees: Sales, Workshops, Calendar

Section 2.2. Vice President

Oversees committees & meetings/events in absence of the president, helps manage Eagle Engage, assists in all committees

Section 2.3. Treasurer

Collect dues, budget reports every month, place orders/pay bills

Section 2.4. Secretary

Membership Roster/ collective member's information, emails, communication, helps oversee calendar and events

Section 2.5. Content Creator

Graphics, Press, PR, Photography, Society Instagram, Facebook

Section 3. Elections

***This section details the election process of the organization. This section is strongly recommended in order to better equip the organization to handle transfer of power of officers and deliver a fair process for determining the succeeding leaders in the org. This section will help eliminate confusion surrounding the election of the officers.**

Section 3.1. Nomination and Election Process

***This section identifies the nomination and election process for the election process, and is generally found in the Officers section of the Constitution. This section is strongly encouraged to fully explain to the general members the process to become an officer. This transparency will ensure to reduce confusion surrounding the nomination process, and will allow for fair nomination of candidates. This section is strongly recommended to also ensure the officer that the body that is voting on the officer is fully representing the overall best interest of the general members. This ensures that the general body is majorly satisfied with the outcomes of the filling of the vacancy.**

Nominations and elections will take place at the end of each spring semester for the upcoming term. Existing club members may nominate themselves. Existing officers may nominate themselves for another term. Candidates may address the organization with their plans for the future. The voting process consists of an anonymous ballot. Voting requires a general quorum. All officers and members may vote. The Secretary counts the votes, based on majority rule. Ties are determined by the residing council. The president announces the new officers.

Section 3.2. Removal of Officers

***This section details the process for removing an officer from their position and is generally found in the Officers section. This section is strongly recommended in the unlikely event that an officer does not maintain their responsibilities/expectations, and/or a member/advisor is unhappy with the officers performance in their role. This section therefore details the process of removing an officer step by step to ensure it is a fair process.**

If an officer breaks the rules implemented by the Georgia Southern University Student Code Conduct and/or the Georgia Southern University Student Organization Handbook, or are unable to/ do not fulfill their duties they may be put up for expulsion by a majority vote of the council. An officer may be removed from office upon a majority vote of $\frac{3}{4}$ of the officers. The officer will be informed via email, formal letter, and face to face in a council meeting.

Section 3.3. Resignation

Officers may resign via face-to-face meetings and/or a formal letter of resignation. Officers can resign at any time in the semester.

Section 3.4. Officer Vacancies

***This section details the filling of a vacancy of an officer position, and is generally found in the Officers section of the Constitution. This section is strongly recommended to provide an orderly and organized process for filling vacancies. It is useful for ensuring the filling process is fair, and allows for all members to participate.**

Officer vacancies will be filled with elections. Elections proceed by the quorum. Any member may run for an open office. By doing this they need to share a statement of purpose to the organization. Temporary vacancies may be filled by election with council members alone.

Section 3.5. Term of Office

This section details the terms of the officers in their positions, and is generally found in the Officers section. This section is strongly recommended for a clear understanding for both the officers and members to allow for consistency of leadership during the officers tenure in the position. This is important to ensure the leaders are capable of serving for the entire duration of their role.

Officers hold their position for the completion of their academic enrollment per reelection by the current residing club and council members.

Article V. Advisor

Section 1. Advisor qualifications

***This section details the qualifications to be an advisor. This section is required to ensure advisors meet the minimum qualifications required by the organization. Other requirements decided by the organization may be added in this section.**

The advisor selected for this organization must be a full-time University staff or faculty member that has been employed at the University for a minimum of 6 months. Graduate assistants will not be permitted to be a primary advisor.

Section 2. Advisor Role

****This section details the job description of the advisor. This section is strongly recommended in order to ensure the advisor has a clear understanding of the expectations of the organization. This will help ensure the advisor is aiding in the success of the organization.***

It is the advisor's responsibility to review the budget and financial statements with the officers. Advisor also aids in committees: planning sales/ events/ workshops/ SGC.

Article VI. Finances

***This section defines the finances and money collection of the organization. This section is required to ensure a clear understanding of the transfer of funds within an organization are acceptable as considered by the University**

Membership dues collected by treasure help fund materials for regular meetings and membership benefits. We will also fundraise money from pancake sales.

Section 1. Financial Handling and Bank Account information

***This section details the officer(s) in charge of handling the money within an organization, and where it is deposited. This section is strongly encouraged to maintain an ethical handling of organization funds and ensure where organization funds are allowed to be stored. It also takes into consideration the disposal of organization funds should the organization be dissolved. Clearly defining the policies will help ensure ethical and proper handling of organization funds and will ensure members that their organizations funds are not wasted.**

Only the Treasurer will be allowed to handle and deposit funds as gathered by the organization. The semesterly dues of \$20 per semester will be collected by the Treasurer and transferred into an off-campus bank account. If the organization is dissolved, the organization will donate the remaining funds to SGA.

Section 2. Extra Financial Information

**This section details the returning of member dues and the budget. This section is strongly recommended in order to communicate clear direction in the returning of student fees if members are expelled from the organization, or freely decide to leave the organization. This is important to ensure the clear expectation of the org with respect to membership dues. It is also useful for defining the role of the creation of the budget to ensure this task is accomplished and done correctly.*

Section 2.1 Expelled Membership Due refund

Should a member be expelled by the advisor or executive board of the organization, the membership dues the member has paid for the semester of their expulsion will be returned to the member

Section 2.2 Resigning Membership Due refund

Should a member freely and willingly leave the organization, the members semesterly dues will not be refunded to the member for any semester they have been a part of the organization.

Section 2.3 Budget creation

For continuity purposes, the Treasurer will be in charge of creating a budget for the organization. This budget must include the expected expenses and how the money is subtracted from the bank account.

Article VII. Quorum

***This section details the quorum requirements to vote on items of business. This section is required, and will assist in understanding what is allowable for the members and how voting on important items will be conducted.**

- (a) A quorum shall be a simple majority of eligible voting members (>50%).
- (b) A simple majority (quorum) of current members must be present in order to conduct business.

Article VIII. Amendments

***This section details the process of adding amendments to the Constitution. This section is required to ensure there are no abuses in the changing of the Constitution. This will allow for a democratic process in determining how the organization is governed.**

At the end of each semester in the final council meeting, the council reviews successes of the semester as well as possible improvements including but not limited to constitutional amendments. A meeting may be held earlier per request by council members. An amendment will be presented to the club, and it will be passed by a majority vote.

Article IX. Meetings

***This section details the organization and attendance policy of the meetings that will be held. If your organization plans to host meetings of any kind, it is strongly recommended this section is included to set a certain standard and expectation for members. This also helps to hold leadership accountable to ensure meetings are limited in time and frequency.**

Meetings for the Pancake club will be conducted bi-weekly (every other week). Members are expected to attend all meetings, however a maximum of 3 meetings may be missed before discipline may occur. The Secretary shall decide the schedule of the meetings and email all members 1 week prior to the first meeting.

Article X. Committees

This section details the composition, responsibilities, and oversight of each committee. This section is strongly recommended in order to clearly define the committees and responsibilities. This allows for a clear communication of expectations and provides a chain of command for the organization

Each semester, depending on the number of members, committees will be formed by the Executive board consisting of the members or the organization. Each committee will be led by an Executive Board member.

Section 1 Committee Definitions

Section 1.1. Event planning Committee

This committee will be responsible for coming up with ideas for the events. These committee members will work together with the Executive member to organize and plan these events, and will have specific responsibilities in event creation

Section 1.2. Fundraiser Committee

This committee will be responsible for coming up with ideas for the fundraising events. These committee members will work together with the Executive Board member to organize and plan these events, and will have specific responsibilities in fundraising event creation

Section 1.3. Public Relations Committee

This committee will be responsible for coming up with ideas for the Public Relations events. These committee members will work together with the Content Creator to organize and plan these events, and will have specific responsibilities in Public Relations event creation

Article XI. Parliamentary Authority

President presides over each council meeting and is in charge of structuring/running the meeting. The instructions used to run each meeting are set by the president and must include but are not limited to covering the 3 primary committee branches (Event Planning, Fundraising, and Public Relations.)

History of Constitution

***This section details the history of the Constitution. This section is strongly recommended in order for your organization to keep track of the edits that were made to the Constitution and why they were created. This allows for the constitution to be a continuous document that is editable.**

This constitution was created in March 2007

1. Amendment: Article IX. March 2010: This update was added to ensure within the constitution there is a common understanding of the meeting schedule and when the start date will begin

****Authority Clause**

Our organization will adhere to all campus policies as set forth in the Georgia Southern University Student Code of Conduct and the Office of Student Activities Student Organization Handbook.