(Annexure II) Constitution of Student Organisation

What follows is a sample constitution as prepared by the Division of Student Affairs (DSA). A legend for reading the Constitution appears below:

Anything written in plain text: Anything written in plain text (i.e. not italics, bold, or underlined) represents those items which must be included as part of the constitution of any Student Organization.

**Anything written in bold text:** Anything written in bold represents the header for the following subsection. For example, the article numbers all appear in bold to denote that they are the headers for the sections that follow them.

Your Student Organization constitution must adhere to all requirements stipulated within the Student Organizations manual. Once completed, your proposed constitution must be approved by the SOC.

**CONSTITUTION OF (INSERT YOUR STUDENT ORGANIZATION NAME HERE)**

**Article 1 – Name and Category**

The Student Organization’s official name will be “(Insert your Student Organization name here).” No other name will be used in the advertisement or representation of the Student Organization.

The category of this organisation is ““(Insert your Student Organization category here).”

**Article 2 – Student Organization Mandate**

(1) List all purposes for which this Student Organization will serve..

*Outline and describe the planned purpose of your Student Organization. It is important that you not define your Student Organization too narrowly or too broadly. By this we mean that you should not simply say that: “We want to get students together to have a good time.” While this is no doubt a laudable goal, it is much too broad a mandate for us to ratify. Your Student Organization needs a more specific reason for existing, but try not to define your Student Organization with such a focused precision that you leave no room for growth and different ideas to emerge. What we recommend is that you give a good, but more general outline of your Student Organization’s purpose. When it comes to your Student Organization’s purpose and mandate, we will hold you to, and sometimes constrain you to, what is written in your constitution, but we will not hold you to the contents of your cover letter.*

**Article 3 – Membership**

* Membership will be open to everyone; *if not read below*
* Only students at the LPU are eligible to hold membership and Organization board positions;
* The membership option will be kept open twice a year and each time for 30 days starting from the day of commencement of academic term.
* The number of members will not be less than 10 and more than 250.
* Any member can leave the Organization any time after informing in written to Organization board members.

*Firstly, Student Organization membership will be by default open to everyone. If Student Organizations seek to limit their membership according to some criteria then they will have to mention it explicitly along with the selection procedure. Secondly, this is a University and not the community at large, and as such we require Student Organizations to restrict Organization board and membership privileges to current LPU students only. Thirdly, a Student Organization is permitted to take an affiliation from an Organization outside the University only after the approval from SOC.*

**Article 4 – Organization Board (OB)**

(1) The Organization board shall consist of the following:

a. CEO/ Director/ Editor-in-chief/President;

b. Co-CEO/ Deputy Director/ Co-Editor/Vice-President; and,

c. Treasurer.

*You are not restricted to an Organization board consisting of only these listed positions, but these positions represent the sample minimum requirements. For further help on category specific designations, students can go through Student Organization manual. It is highly recommended that you frame the positions and responsibilities of your Organization board members as per the requirements of the Organization. However, do not include extra positions just for the sake of doing so. Determine what positions you can consolidate and merge. A small and efficient Organization board can get things done better than a large cumbersome bureaucracy.*

**Article 5 – Responsibilities of the Organization Board**

(1) The CEO/ Director/ Editor-in-chief/President will:

a. Oversee the other members of the Organization board in fulfilling their responsibilities;

b. Chair all meetings; and,

c. Have signing authority for the Student Organization.

(2) The Co-CEO/ Deputy Director/ Co-Editor/Vice-President will:

a. Assist the CEO/ Director/ Editor-in-chief in his/her duties;

b. Assume all powers of the CEO/ Director/ Editor-in-chief in his absence; and,

c. Be responsible for recording the minutes of all meetings.

(3) The Treasurer will:

a. Be responsible for overseeing all financial dealings of the Student Organization;

b. Keep complete records of all financial dealings of the Student Organization; and,

c. Have signing authority in the funds related dealings of Student Organization.

*The above responsibilities represent the minimum duties required of each Organization board in order to ensure that the Student Organization is run smoothly. Please note that these are presented as a sample and Organization are recommended to design roles and responsibilities as per the specific requirements of Organization. You may add responsibilities as you see fit and of course if you have added further Organization board positions, you will have to define duties for each new position.*

**Article 6 – Selections of Organization Board**

1. In a new Organization the Organization board will be selected by Facilitator on the recommendation of promoter.

*A promoter may or may not hold any position in the Organization Board.*

1. In all other cases Organization Board will be selected by the Facilitator on the recommendations of members of the Organization.

*Above mentioned is the general procedure University recommends. Organizations are expected to lay down a more detailed policy on the selections. The Organizations are expected to frame the selection procedure in such ways so that Organization board consists of students from different years so as to smooth the transition and selection of new Organization board at the start of a new academic session.*

**Article 7 – Replacement of Organization Board member**

1. If a Organization board member resigns from his/ her position or the position becomes vacant due to any other reason then, the Organization board member will be selected by Facilitator on the recommendation of remaining Organization board members and general member from the general members keeping in mind the eligibility criteria of a Organization board member.

1. Before the end of every academic session, the Facilitator along with the Organization Board will select new Organization board that will hold responsibility from the commencement of upcoming academic session. The new board can consist of new members or of that already existing depending on the past performance, consent of general members, cases of passing outs and students leaving University by some other reason etc.

*Above mentioned is the general procedure University recommends. Organizations are expected to lay down a more detailed policy on the selections. The Organizations are expected to frame the selection procedure in such ways so that Organization Board consists of students from different years so as to smooth the transition and selection of new Organization board at the start of a new academic session. While writing this section please take into consideration all the cases in which a position in the Organization board becomes vacant.*

**Article 8 – Finances**

(1) No fee will be charged on membership.

*As per the University rules, no membership fee will be charged on students for joining an Organization. However, certain fundraising mechanism should be framed in case the fund is needed to conduct certain event. Such mechanism should be mentioned in this article.*

**Article 9 – Meetings**

1. At least two general body meetings shall be held during the academic year,
2. At least one OB meeting shall be called every month.
3. General members of the Student Organization may call upon a meeting in absence of OB members. Such meetings shall be considered valid only when a quorum of at least 50% of the total members of Student Organization are present.
4. Members and SOC will be informed of each of these meetings at least seven (7) days in advance.

*These are the minimum requirements. Student Organizations may frame more rules regarding meetings.*

**Article 10 – Amendments**

(1) Amendments to the constitution will be done by the Facilitator on recommendation of Organization board. It could be done only once a year, at the beginning of the academic year.

(2) An amendment to the constitution must be approved by SOC, which must be presented with a typed copy of the proposed amendment as well as typed minutes from the meeting when the amendment was passed in order to prove that this amendment was adopted.

*These are the precise requirements, so do not modify them beyond what is stated above.*

**Article 11 – Impeachment**

(1) Any member of the Student Organization who commits an act negatively affecting the interests of the Student Organization and its members may be given notice of impeachment;

(2) The impeached individual shall have the right to defend his/her actions; and,

(3) A Facilitator on recommendation of board will decide on the removal of the impeached individual from the Student Organization and the loss of any privileges associated with the Student Organization.

*It is best to include impeachment procedures such as those outlined above. You will hopefully never use the impeachment procedures. In the end, you will be glad that you included this part in your constitution.*

**Article 12 – Grievance redressal mechanism**

1. The Facilitator along with Organization Board will form the internal grievance redressal committee. Any grievances can be reported to any of the mentioned person(s).
2. If the person is not satisfied by the response of the internal grievance redressal committee then he/she can appeal at SOC for the same.

**Article 13 – Refund Policy**

*As there is no membership fee, you may not need a refund policy but if implied by some fundraising clause you may need to formulate a refund policy here.*

**Article 14 – Undertaking**

The (Insert your Student Organization name here) is not an agent of the Division of Student Affairs and its views and actions do not represent those of the Division of student Affairs or any other such official entity of LPU.