

STUDENT ORGANIZATION CONSTITUTION REQUIREMENTS

There are procedures that must be followed in forming a student organization at Southeast Arkansas College. **A group wishing to be recognized by the College must submit a typed copy of a constitution stating the purposes for which the organization is to be formed and complete the establishing student organization application to the Dean of Students.** A sheet with the signatures of at least 5 members and the faculty/staff advisor must also be submitted.

The following information is required in the constitution:

- Name of the organization
- A declaration of the purposes, goals, activities, (purpose statement) of the organization. The purpose must not violate human rights, discriminate against any group, or support any cause that may create emotional or physical endangerment.
- A listing of officers by title and any specific functions of the officers. Officers must have at least a 2.00 cumulative grade point average and not be on disciplinary probation.
- Election procedures and length of term for the officers.
- Membership eligibility requirements.
- Frequency of meetings.
- Provisions for an advisor. Full-time faculty members or professional staff are eligible to serve as an advisor to the new club/organization.
- Section on finance. Each organization must have a treasurer. If dues or money are collected, a statement of membership dues, and a statement of how the organization will collect, disburse, and operate their funds must be included.
- Procedures outlining the process to amend the constitution must be included.
- Organizations must comply with the Presidents Guidelines for operating Student Organizations.

Upon completion of its constitution, the Advisor must present its constitution to the Dean of Students. The Dean will verify that all requirements for recognition have been met. If all requirements are met, the Dean will approve the request for establishment.