# ***NAME OF ORGANIZATION***

# Name and Affiliation

### The name of this organization is to be ***FILL IN NAME***.

### The ***NAME*** organization ***IS/IS NOT*** affiliated with a national organization.

### **\*\*IF A NATIONAL ORG, INCLUDE THIS LINE\*\* *NAME***recognizes that it is affiliated with a national chapter. In the event that National policy and Northern Kentucky University policy do not agree, Northern Kentucky University Policy shall supersede.

# Purpose and Activities

### The purpose of this organization is ***ORGANIZATION PURPOSE/MISSION***.

### This organization is open to any undergraduate student at Northern Kentucky University, regardless of class year or major.

# Membership and Dues

### This organization will not restrict membership to a student based on their age, race, color, religion, sex (including sexual harassment and sexual violence), sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, veteran status, and any other basis protected by law.

### Membership Requirements

#### Undergraduate

Be enrolled in a minimum of six (6) credit hours per semester each semester of membership.

Have a minimum of a 2.0 cumulative grade point average.

#### Graduate

Be enrolled in a minimum of three (3) credit hours per semester each semester of membership.

Have a minimum of a 2.5 cumulative grade point average.

### Active Membership Requirements

#### Maintain baseline membership requirements

#### **ADD ANY OTHER REQUIREMENTS SUCH AS MINIMUM MEETING ATTENDANCE, DUE PAYMENTS, SERVICE HOURS, ETC).**

### The dues for this organization will be ***ENTER AMOUNT, IF APPLICABLE***.

### Failure to meet the Active Membership Requirements listed above, failure to meet the university’s non-discriminatory clause or anti-hazing policy, or failure to pay member dues will result in removal from ***ORGANIZATION NAME****.*

# Organization Officers

## Officer Structure

### President (ALL ORGANIZATIONS MUST HAVE A PRESIDENT)

#### **LIST OUT ALL DUTIES OF THE PRESIDENT, ONE DUTY PER LINE**

### ***CREATE A DIFFERENT SUBSECTION FOR EACH OFFICER (I.E. VICE PRESIDENT, TREASURER, SECRETARY, ETC).***

## Election and Terms of Officers

### Minimum Officer Qualifications

#### Have a minimum 2.5 cumulative grade point average.

#### Be enrolled in a minimum of six (6) credit hours per semester each semester of membership.

#### Has been an active member for at least 1 semester prior to obtaining an officer position.

#### Officer terms are **LENGTH OF TERM** beginning in **MONTH OF ELECTIONS. (YOU CAN ALSO SET TERM LIMITS HERE).**

#### Officer elections occur **INSERT ELECTION TIMELINE (I.E. EVERY FALL, SPRING, SUMMER)** by the **INSERT DATE.**

#### Voting will take place by **INSERT METHOD (PAPER, ON PRESENCE, ETC)**.

#### Majority votes will be determine election. In the case of a tie officers will vote on the winning candidate.

#### Any member or officer can call for the removal of an officer. If sufficient evidence for removal is determined, based on failure to meet outline responsibilities, a 2/3 vote from the Executive Board will remove from his/her/their position.

# Faculty/Staff Advisor

### The advisor will be chosen from the Northern Kentucky University faculty and/or staff. The advisor will be supportive of the goals and mission of the organization. The advisor understands and agrees to the University policies regarding the advising of student organizations. This is outlined in the constitution and/or found in the TCU student handbook. For an advisor to be selected, there needs to be a mutual agreement between the Executive Board and the chosen advisor.

### Faculty Advisor Responsibilities

#### Attend at least one meeting or event per semester and be available to the Executive Board by email or meeting as necessary.

#### Provide continuity as student leadership changes from year to year.

#### Sign or cosign appropriate university forms (for national or locally affiliated organizations as necessary.)

#### Attend required advisor training through the Center for Student Engagement.

#### Fulfill all other duties as outlined in the Advisor Handbook.

# Meetings

### This organization will host ***INSERT THE FREQUENCY OF MEETINGS (WEEKLY, BI-WEEKLY, ETC) FOR BOTH GENERAL MEETINGS AND OFFICER MEETINGS.***

### All other communication should be online via MyEngagement, email, etc.

# Amendments and Ratification

### Any member can bring forth a written proposal to amend the constitution and present it to the organization’s officers. All members should be made aware of the proposed amendment for individual consideration. The passage of the successful amendment rests on approval through the ratification process.

### The new constitution should be ratified by a 2/3 majority vote.

# Hazing

### This organization commits to upholding the NKU ban on hazing, defined in the Code of Student Conduct, and will take appropriate disciplinary action against groups or individuals found in violation of the Code.

### This organization defines hazing as any action taken or situation created, intentionally, whether on or off the campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include any act of personal servitude; paddling in any form; creation of excessive fatigue, physical and psychological shocks; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of NKU. Hazing under the statute means any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one (1) person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students in an educational institution. The term hazing under the statute includes but is not limited to offenses that subject the student to an unreasonable risk or harm or that adversely affect the mental or physical health or safety of the student.

### Individuals within this organization, as well as the organization itself, may be found in violation. Investigations and/or sanctioning of individual hazing offenses will be conducted in collaboration with the Office of Student Conduct, Rights, and Advocacy. Individuals who have firsthand knowledge of hazing, including those being hazed, are required by law to report that knowledge to appropriate University officials. Any student who has been hazed or thinks they are going to be hazed should report such actions to the Center for Student Engagement, Office of Student Conduct, Rights, and Advocacy or the Vice President for Student Affairs.

# Additional Committees, Positions, or Information

### ***PLEASE FIILL IN ANY ADDITIONAL INFORMATION MEMBERS MAY NEED TO KNOW INCLUDING COMMITTEES, ADDITIONAL REQUIREMENTS, ETC***.

# Organization Signatures

***\*\*\*ALL POSITIONS MUST HAVE A SIGNATURE LINE AND SIGNATURE TO BE APPROVED. THE FOLLOWING ARE JUST EXAMPLES OF POTENTIAL POSITIONS\*\*\****

President:

Printed Name Signature Date

Vice President:

Printed Name Signature Date

Secretary:

Printed Name Signature Date

Treasurer:

Printed Name Signature Date

Advisor:

Printed Name Signature Date

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