

Student Organization's Governing Document

Student Organizations should use this format as a guideline and include information pertaining to all sections. If you are affiliated with a national group and use their document, please include, but do not substitute, it for this document.

I. Name

State the official name of your group

II. Purpose

State the reasons for the formation of your group and its objectives

III. Affiliations (if any)

State any affiliations with local, state, or national groups

IV. Membership

State who qualifies as a member and what privileges, rights, and duties s/he has

V. Advisor

MSU-GF COT contract professional staff or faculty and his or her role

VI. Executive Board

State officer titles, their duties, and succession in the event of any vacancies

VII. Meetings

State how often meetings are to be held plus procedures for regular/special ones

VIII. Elections

State the qualifications as well as length and number of terms.
State nominating procedures, procedures for ties, and special elections
State how and when elections are to be held.

IX. Dues/Funds

State the source of group funds and/or where they might be spent.

X. Committees (optional)

Name any subcommittees and their purpose

XI. Amendments

State how this document may be amended

XII. Ratification

State how the group membership will approve this document

XIII. Bylaws

State any other documents under which the group operates and how they are amended, ratified, or approved.

Date governing document was adopted. _____