

GUIDELINES FOR STUDENT ORGANIZATION CONSTITUTION APPROVAL AT IPFW

The following guidelines must be included in the constitution of the student organization. These guidelines are the basis for constitutional approval by the IPSGA Senate.

1. All new constitutions or new amendments must be typed and submitted for review to the IPSGA Senate in a clear and precise form.
2. The student organization must have a name that is not being used by a recognized organization or one that has not been recognized during the past seven years, unless it is an organization that is returning to recognized status.
3. The purpose, or purposes, of the organization must be clearly stated and in compliance with university policy and student code.
4. A statement must appear in the constitution as follows:
Membership and participation shall be free from discrimination and harassment per the policies of the IPFW Code of Student Rights, Responsibilities, and Conduct as stated in Part 1 Section A, Items 3 & 4.
5. At least fifty-one percent of the total membership must be currently enrolled students of IPFW and only those members may vote, hold office, and represent the organization/university in an official capacity. In addition, there is a membership requirement of a minimum of 8 members per organization.
6. All student organizations must specifically state the financial obligations required to become, or continue as, a member. If no dues are required, then such a statement must be included.
7. The organization's officers must be elected by the voting membership. The term of office and a date/time frame for the election process must be stated.
8. The criteria and functions of all elected and appointed officers need to be stated and must state that all officers, upon being elected or appointed, are to attend annual training by the Office of Student Life and Leadership.
9. The procedure for electing officers and the acceptable voting margins must be stated. In addition, whenever there are officer changes, student organizations are required to report these changes to the Student Life office within one week of election. The replacement officer must then attend training by the Office of Student Life and Leadership.
10. The procedure for officer replacement or succession must be stated.
11. The frequency of the general organizational meetings must be stated and open to the student body in addition to quorum specifications for all meetings including, but not limited to: general organizational meetings, committee meetings, or special meetings.

12. Attendance requirements must be specifically stated; if there are no attendance requirements, such a statement must be included.
13. Each organization must have at least one advisor designated as the primary organization advisor who is a full-time member of the faculty, administrative, clerical or service staff at IPFW. The organization may have as many secondary advisors as deemed appropriate by the organization.
14. The grounds and procedures for the impeachment of officers must be stated.
15. Expulsion requirements and procedures for members must be specifically stated.
16. The process for amending, revising, and approving the constitution must be stated; if the changes are approved by the organization, the changes must be submitted to the IPSGA Senate for approval.
17. An enabling act must be included that states when the constitution becomes effective and when officers will be elected.
18. The Bylaws may not contradict the student organization constitution.

****Constitutions of currently recognized student organizations must comply with the guidelines in place at the time of constitutional approval. Amendments must comply with the guidelines in place at the time of amendment approval.****

****When an unrecognized organization wants to achieve recognized status, the constitution must comply with the guidelines in place at the time of being newly recognized.****

Revisions approved by IPSGA Student Senate 12/5/2016