



# STUDENT CHAPTER CONSTITUTION GUIDELINES

If your school requires a constitution, you may use the following guidelines.

## STATEMENT OF PURPOSE

- A general statement of the overall purpose of the student chapter
- Outline the goals of the organization
- Cooperation with school officials and GFOA

## NAME OF ORGANIZATION

- State the title by which the chapter will be recognized

## BYLAWS

- Qualifications for individual student chapter membership
- Rights and responsibilities of each member including voting rights
- Procedures to be followed in revoking membership privileges

## FINANCES

- Outline the cost of individual membership dues and other fees
- Collection procedures
- Consequences of delinquency
- Procedures for spending funds

## CHAPTER OFFICERS

- Outline the duties and responsibilities of each elected chapter officer
- Election procedures and the process for removing an elected official from office
- Chapter Officers—a president and (based on school requirements) a vice-president, secretary, or a treasurer

## FACULTY ADVISOR

- Outline the duties and responsibilities of the faculty advisor
- Establish length of term to be served
- Procedures for selecting a new advisor
- Define local GFOA mentor's involvement

## CHAPTER ADMINISTRATION

- Determine regularly scheduled chapter meetings
- Include pertinent information to ensure the efficient functioning of the student chapter

## AMENDMENTS

- Establish procedures to make amendments to the Constitution/Bylaws