

Organizations must have a constitution and submit it with their paperwork for temporary status. When making alterations/amendments to an existing constitution recognized by the Student Government Association (SGA), it must complete the “Request for Student Organization Name Change/Constitution Change” on the SGA Get Involved page.

The constitution must include, but is not limited to the following:

1. The name of the organization written as:
 - a. The name of the organization shall be called _____
 - i. Organizations that begin with “Millersville University” or any variation will not be considered for temporary status. Please place the University affiliation at the end of the organizations’ name using “of” or “at” Millersville University.
2. The purpose of the organization
 - a. How to create a proper purpose statement:
 - i. Explanation of the primary function/goal of the organization
 - ii. Explanation of how those goals will benefit the campus community
 - iii. Express what students will gain from joining the organization (networking skills, professional development opportunities, social involvement, employment skills, etc.
3. A list of officers and their job descriptions
4. A list of advisors and your mutual expectations
5. Membership information (such as any required dues and responsibilities).
6. Election information
 - a. When are they to be held?
 - b. What positions are elected, which are appointed (if any)?
 - c. How will the nomination process work?
 - d. What are the required qualifications for a nominee?
7. The following language must be included **verbatim**:
 - a. **STATEMENT OF ELECTIONS:** *“Elections for the President, Vice-President, Treasurer, Secretary, and any other positions within the same executive board thereof shall be completed no later than the second Monday following the completion of Spring break. The results of said election shall be uploaded to Get Involved no later than April 1.”*
 - b. **STATEMENT OF CONSTITUTION AMENDMENTS:** *“All Amendments to this Constitution shall not be valid until approved by the Student Organizations Committee of the Student Government Association (SGA).”*
 - c. **STATEMENT OF DISSOLUTION:** *“If this organization is dissolved, any remaining funds allocated by SGA will be forfeited to the Student Government Association, after all outstanding bills are paid.”*

- d. **STATEMENT OF NON-HAZING:** *“This organization will not engage in or permit hazing. The University forbids hazing and all other activities that interfere with the personal liberty of an individual. The University defines hazing as any action taken or situation created, whether on or off University premises and whether presented as optional or required, to produce mental or physical discomfort, servitude, embarrassment, harassment, or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in a group, team, club, or other organization. If assistance is required for drafting the constitution, please reach out to the Director of Student Organizations and their committee for assistance.”*
- e. **STATEMENT OF TITLE IX:** *“In accordance with the Millersville University Student Code of Conduct and Title IX Policy, we hereby state that this organization does not participate in any form of discrimination or harassment, or permit any form of discrimination or harassment, by any member of this organization against any individual on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision regarding admissions, employment, housing or participation in a University program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, the Americans with Disabilities Act and ADA Amendments Act, the Equal Pay Act, and the Pennsylvania Human Relations Act. The University also complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act (VAWA). Title IX prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. While Millersville University is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.”*