

RSO Sample Constitution

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This information is subject to change/modification by Student Leadership & Involvement

Purpose

This document intends to provide guidance for Recognized Student Organizations (RSOs) on how to draft a constitution for their organization.

Contents

Overview	2
Required Statements	2
1) Name & Purpose	2
2) Membership.....	2
3) Meetings.....	3
4) Executive Board.....	3
5) Choosing Club Leadership	3
6) Funds	3
7) Committees.....	4
8) Affiliations.....	4
9) Advisors	4
10) Ratification.....	4
11) Amendments.....	4
12) Additional Information	5

Helpful Links: [Student Leadership & Involvement](#) | [Campus Connect](#) | [RSO Policy 6-401A](#)

Overview

Please review the document below when drafting or revising your organization's constitution. The list below is not meant to be exhaustive and there be items your organization needs to add, remove, or change from the what is included in this document. Your club's constitution should be unique to your organization and help answer important questions like:

- What is the purpose of this club?
- What leadership positions do we want to have and how do we choose our leadership?
- How do we handle our club funds?
- How do we choose an advisor?
- If we need to remove a member or advisor, how do we do that?
- Etc.

Ultimately, a constitution serves a roadmap for the organization. Drafting a thorough constitution can help guide student leaders through important club processes and procedures. Student organizations are advised to review and update their constitution at least once a year.

Required Statements

RSOs can customize their constitution to fit their organization's needs. The sections below serve as guidelines for what is generally included on a constitution, but you are welcome to rearrange the sections, change the format, etc. so long as important information is included in your constitution. Please note that there are six (6) **bolded and underlined** statements below that must be included in your club's constitution. There are a few exceptions to this that are outlined under each required statement. Please email studentorgs@utah.edu if you have any questions.

1) Name & Purpose

- a Clearly list the full name of your club.
 - i. Please review the University [Trademarks & Licensing guidelines](#) to ensure your club name is compliant with University policy.
- b State the reason for the formation of the club and the club's objectives.

2) Membership

- a. State which people are qualified for membership (assuring that no discrimination will take place).
- b. An organization may narrow its membership as it wishes as long as it does not discriminate on any of the areas in the non-discrimination clause referenced in University of Utah Policy 6-400.
 - i. For example, organization membership may be narrowed to only graduate students (academic standing distinction) or major (economics, engineering, etc.).

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- c. State what a member must do to be recognized as a full member.
- d. State what rights and privileges a full member has.
- e. **This organization shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, or status as an individual with disability, or as a protected veteran, and any other status protected by applicable state or federal law. (University of Utah, Policy 6-400, Section II-E).**
 - i. *Fraternities & Sororities affiliated with the [Office of Fraternity & Sorority Life](#) are permitted to operate as single sex organizations.*
- f. **This organization agrees to keep its membership primarily to currently enrolled students at the University of Utah. Faculty, staff, and community members may participate in the organization, but club leadership must consist of all currently enrolled students at the university.**

3) Meetings

- a. State procedures for calling regular and special meetings.
- b. State how often meetings will occur and what members can expect meetings will look like.

4) Executive Board

- a. State what officers will make up the club's Executive Board and what each officer's duties will be.
- b. State procedures for choosing student leadership.
 - i. E.g. general elections, application process, interviews, etc.
 - ii. RSOs must always have at least three club officers.
- c. **This organization agrees to provide a clearly defined outline of the process for removing officers, including a statement explaining why an officer may be removed.**
 - i. e.g. inadequate fulfillment of duties, violation of laws or regulations, etc.
 - ii. Student organizations may change their officers for any reason other than a discriminatory reason.

5) Choosing Club Leadership

- a. State how the club will choose its leadership.
- b. How long does the leadership term last? How many times can an individual serve in the same position?
- c. State when the process will begin and when new officers will begin their term.
- d. State how the club will fill any vacancies throughout the year if needed.
- e. Learn how to host an election on your organization's Campus Connect profile in the [Campus Connect Guidebook](#).

6) Funds

- a. State how the club will handle organization funds.
- b. State if the club will require membership dues.

Helpful Links: [Student Leadership & Involvement](#) | [Campus Connect](#) | [RSO Policy 6-401A](#)

- i. How much are dues? When do members need to pay? What can members expect their due money to go towards?
 - ii. RSOs do not need to require organization dues if they do not want to.
- c. If the club has a bank account, state who has access to it and how the club will determine what to spend money on.
- d. **This organization agrees to practice fiscal responsibility and manage club funds in ways that are ethical, transparent, and compliant with state and federal law as well as University policy where applicable.**

7) Committees

- a. State what standing and/or ad-hoc committees will exist in the club and the function and composition of each.

8) Affiliations

- a. State any affiliations with local, state, regional, or national organizations.

9) Advisors

- a. State procedures for the qualification and selection of an advisor.
- b. State the functions and duties of the advisor.
- c. **This organization agrees to provide clearly a defined outline of the process for removing advisors, including this statement explaining why an advisor may be removed (e.g., inadequate fulfillment of duties, violation of laws or regulations, etc.).**
 - i. Student organizations may change their advisor(s) for any reason other than a discriminatory reason.
 - ii. RSOs in the Registered classification are not required to have an advisor.
 - iii. Sponsored and Affiliated RSOs must receive approval from their Sponsoring / Affiliating department before removing an advisor. RSOs are encouraged to email studentorgs@utah.edu with any questions.

10) Ratification

- a. State how the Constitution will be ratified by the membership.

11) Amendments

- a. State how an amendment will be presented, to whom it will be presented, and how it will be ratified.
- b. **This organization agrees to submit their constitution for approval by the department of Student Leadership & Involvement as part of the annual re-registration process.**

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12) Additional Information

- a. Your organization is encouraged to think about what other information you may want to include in your constitution.