

**[Insert Organization Name]**

**ARTICLE I -** ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the [Insert Organization Name (Acronym)] of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

**ARTICLE II -** MISSION STATEMENT

In two or three sentences, please describe the mission of your organization (note: this should not include the specifics such as the events and programs that you want to plan).

**ARTICLE III** - MEMBERSHIP

**SECTION ONE** - MEMBERSHIP

1. Eligibility - All Students’ Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization’s Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
2. Definition of active member - State what a person must do in order to maintain active membership (attending minimum number of meetings/events, assisting with programs, etc). Please define active membership in terms of percentage of semesterly events (i.e., “Active members must attend 50% of meetings each semester.”)
3. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization. If you would like to define additional expectations and limitations for associate members, please outline them here, leaving the definition of associate members intake.

**ARTICLE IV** - MEETINGS AND VOTING

**SECTION ONE -** QUORUM

1. A meeting shall be valid if a quorum is present. Quorum is defined as [between ½ to ⅔ etc.] of the active membership plus [one or more] officer(s).

**SECTION TWO -** VOTING

1. Voting on any issue shall be official only if the meeting is valid.
2. All members shall have equal voting power.
3. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

**ARTICLE V** - OFFICERS AND QUALIFICATIONS

**SECTION ONE** - OFFICER POSITIONS

1. List the titles of all officer positions and qualifications to hold their offices. The minimum requirement for officer positions is President and Business Manager. Please include the phrasing “unless no one else is qualified” for any officer positions that list qualifications in order to hold office (i.e., “President - must have served on the executive board previously, unless no one else is qualified.”)

**SECTION TWO** - DUTIES OF OFFICERS

1. All officers shall be members of the Students' Association.
2. All officers shall promote active recruitment of new members.
3. All officers shall enforce this constitution.
4. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
5. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
6. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions.
7. The [Specified Officer] shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students’ Association.
8. The [Specified Officer] shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
9. State the duties of additional officers.

**SECTION THREE** - NOMINATIONS AND ELECTIONS

1. Nomination and Elections Procedure - State nomination and election procedures.
There are various options for Nominations Procedures: Open Nomination, Executive Board nomination, etc.
2. Term of Office - State the length of the term of office for officer positions. When will officers take office and when will transitions occur?
3. Timing of Elections - State time of year in which elections will occur. Please include phrasing that explicitly states that elections must be held at least 2 weeks before the last day of classes each semester.

**SECTION FOUR** - VACANCIES, RESIGNATIONS, AND REMOVALS

1. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
2. A vote of no confidence is a vote to remove an officer. Such a vote shall require a ⅔ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
3. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
4. An office shall be declared vacant as the result of a vote of no confidence.

**ARTICLE VI -** RESOURCES

**SECTION ONE** - RESOURCES

1. The [Organization Name] of the University of Rochester will abide by their Resource Agreement.

**ARTICLE VII** - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the [Organization Name]. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

**ARTICLE VIII** - NONDISCRIMINATION POLICY

The [Organization Name] abides by the nondiscrimination policy of the University of Rochester.

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Signature of Confirmation Date

[President’s Name]

**President, [Organization Name]**

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Signature of Approval Date

Evan Ji

**Chair, Student Organization Administration & Review Committee**