

GENERAL STATEMENT CONCERNING STUDENT ORGANIZATIONS' CONSTITUTIONS AND BYLAWS

The purpose of a constitution is to establish the structure by which the organization can function in a smooth and orderly fashion. Topics such as membership, discipline, purpose, officers, etc. must be included, but it is up to each organization to structure itself in these areas.

The following is only a sample constitution to be used as a guide. Information or statements that are underlined are explanations, instructions, or options your student organization may want to take into consideration.

REMINDER: Your constitution and bylaws must be typed for submission. Make an extra copy for your records.

SAMPLE CONSTITUTION FOR STUDENT ORGANIZATIONS

CONSTITUTION OF THE UNIVERSITY OF CINCINNATI (NAME OF STUDENT ORGANIZATION)

ARTICLE I- NAME

The name of the organization shall be the University of Cincinnati NAME OF STUDENT ORGANIZATION.

ARTICLE II- PURPOSE

ANSWERS WHY AND FOR WHAT PURPOSE ORGANIZATION IS BEING FORMED. YOUR PURPOSE MUST FULFILL A UNIQUE NEED THAT IS NOT BEING FULFILLED BY ANOTHER STUDENT ORGANIZATION.

The purpose of the University Student organization is to
THE PURPOSE AND FUNCTION SHALL NOT DUPLICATE THAT OF AN EXISTING REGISTERED ORGANIZATION. LIST ALL GENERAL PURPOSES/GOALS OF YOUR ORGANIZATION.

ARTICLE III. MEMBERSHIP

ANSWERS WHO MAY OR WILL BELONG TO THE ORGANIZATION. THIS SECTION MUST BE INCLUDED HAVING THE THREE (3) CLASSES OF MEMBERS.

- 3.1 There shall be three (3) classes of members; voting, non-voting, and honorary.
- 3.2 Voting membership shall be open to any full/part-time graduate and undergraduate students ENROLLED IN ANY OF THE COLLEGES SCHOOLS OR DIVISIONS OF THE UNIVERSITY AT THE TIME OF APPLYING FOR MEMBERSHIP - YOUR ORGANIZATION MAY BE MORE SPECIFIC IF YOUR ORGANIZATION IS COLLEGE OR DEPARTMENT ORIENTED and is sincerely interested in PROMOTING THE GOALS OF THE ORGANIZATION.
- 3.3 Non-voting membership shall be open to any student, and any member of the University faculty or administrative staff.

- 3.4 Honorary membership shall be open to any person desiring such membership, elected to such membership by a majority of the voting members.
- 3.5 There shall be NO LIMIT ON THE SIZE OF THE MEMBERSHIP of the Student Organization, provided, however, that the number of the non-voting and honorary members together, shall not exceed the number of voting members.

ARTICLE IV- OFFICERS

ANSWERS WHO WILL LEAD THE ORGANIZATION. THE OFFICE OF TREASURER MUST BE A SEPARATE OFFICE.

- 4.1 The officers of the Student Organization shall be a PRESIDENT, VICE- PRESIDENT, CHAIRPERSON, VICE-CHAIRPERSON, A SECRETARY AND TREASURER.
- 4.2 (1) In order to run for office in your respective organization you must have a 2.0 or above accumulative GPA. (2) While in office the officer must maintain a 2.0 a cumulative GPA and must not have below 2.0 for more than one quarter. (3) Officer must be a matriculated student and be in good standing with his or her college.
- 4.3 All officers serve for a term of ONE (I) YEAR or until their successors shall be duly elected and qualified.
- 4.4 Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/ her status as a matriculating undergraduate/graduate (exception University organizations) student maintaining a 2.0 accumulative GPA, in good academic and disciplinary standing with their respective college, shall be removed from his/her office and a replacement shall be elected.

ARTICLE V- MEETINGS

ANSWERS IN GENERAL WHEN AND HOW ORGANIZATION BUSINESS WILL BE CONDUCTED. A MEETING ONCE PER QUARTER IS THE MINIMUM REQUIREMENT.

- 5.1 Regular meetings of THE STUDENT ORGANIZATION shall be held at a minimum of once per quarter, the time for such meetings shall be determined by the Executive Board, with the approval of the voting members.
- 5.2 Special meetings of THE STUDENT ORGANIZATION may be called at any time by the Executive Board upon one week's notice to each member or by a petition of a majority of the membership, submitted one week before the scheduled meeting.

ARTICLE VI- UNIVERSITY ADVISOR

THE ORGANIZATION MUST HAVE AN ADVISOR AND A PROCESS OF SELECTION. The STUDENT ORGANIZATION shall have a University Advisor who shall be a fill- or part-time member of the University faculty, staff, or administration. The University Advisor shall be selected by THE EXECUTIVE BOARD.

ARTICLE. VII- AMENDMENTS

ANSWER HOW THE CONSTITUTION MAY BE CHANGED.

- 7.1 Amendments to this Constitution may be proposed by a member and shall be voted upon at the next meeting of the Student Organization following notice of such proposed amendment to the

voting members, SUCH NOTICE SHALL BE GIVEN WITHIN ONE WEEK OF THE TIME ANY SUCH AMENDMENT IS PROPOSED.

- 7.2 Amendments to this Constitution shall be the affirmative vote of two-thirds (2/3) of all voting members and with the approval of the appropriate governing board.

ARTICLE VIII- RATIFICATION

ANSWERS HOW THE CONSTITUTION IS ACCEPTED/ADOPTED BY THE ORGANIZATION.

Ratification by two-thirds (2/3) of the charter members of the Student Organization shall be sufficient to establish this constitution between said members so ratifying and with the approval of the appropriate governing board.

SAMPLE BYLAWS FOR STUDENT ORGANIZATIONS

BYLAWS OF THE UNIVERSITY STUDENT ORGANIZATION

SECTION 1 - STUDENT OFFICERS

THIS SECTION DETAILS THE RESPONSIBILITIES AND ACTS AS A JOB DESCRIPTION OF THE OFFICERS.

- 1(1) The President shall be the Executive Officer of the Student Organization and shall preside over all meetings of THE STUDENT ORGANIZATION AND THE EXECUTIVE BOARD. He/she shall be an ex-officio member of all standing committees.
- 1(2) The Vice-President, in the absence of the President shall PRESIDE AT ALL MEETINGS OF THE STUDENT ORGANIZATION AND OF THE EXECUTIVE BOARD. The Vice-President shall ALSO PERFORM SUCH OTHER DUTIES AS ARE ASSIGNED HIM/HER BY THE PRESIDENT OF THE EXECUTIVE BOARD.
- 1(3) The Treasurer shall be responsible in conjunction with the University advisor, to all fiscal matters of the student organization.
 - (a) The Treasurer shall collect and receive all funds paid to the student organization and shall deposit them in the official depository.
 - (b) The Treasurer, in conjunction with the University Advisor, will have final approval of all student organization expenditures. The Treasurer will co-sign all checks with the University Advisor in payment of bills.
 - (c) The Treasurer will abide by all Policies and Guidelines set down by their respective Funding Board (Undergraduate Funding Board, Graduate Student Association, Medical Student Association, or Student Bar Association).
 - (d) The Treasurer is responsible for educating his/her successor on the obligations of this position.
 - (e) The Treasurer will keep the accounts and books which, at all times, must be open to inspection by the President, Executive Board, Funding Board, or any authorized auditor.
 - (f) The Treasurer will make reports at the quarterly meetings of the Student Organization and at other such times as the President or Executive Board may direct.
 - (g) Failure to abide by these aforesaid policies will result in Financial Probation of the Student Organization as defined by their respective Funding Board.
- 1(4) The Secretary shall keep the records of the membership and the minutes of the meetings of the Student Organization and the Executive Board. He/she shall make a report at the annual meeting of the Student Organization and at such time as the President or the Executive Board may direct.

SECTION 2 - ELECTIONS

THIS SECTION OUTLINES WHEN AND HOW OFFICERS ARE ELECTED FOR THE GROUP.

- 2(1) Elections will be held AT THE FIRST MEETING IN MAY.
- 2(2) All officers shall be elected by a majority vote of those persons casting ballots.
- 2(3) Officers will take office IMMEDIATELY FOLLOWING THEIR ELECTION.

SECTION 3 - EXECUTIVE BOARD

THIS SECTION OUTLINES WHO COMPOSES THE EXECUTIVE BOARD AND THE DUTIES OF SUCH A BOARD.

- 3(1) The Executive Board shall be composed of THE ELECTED OFFICERS OF THE STUDENT ORGANIZATION AND THE UNIVERSITY ADVISOR.
- 3(2) The Executive Board shall DETERMINE THE POLICIES AND THE ACTIVITIES OF THE STUDENT ORGANIZATION, DISCIPLINE MEMBERS, APPROVE THE BUDGET AND HAVE GENERAL MANAGEMENT OF THE STUDENT ORGANIZATION.
- 3(3) THE EXECUTIVE BOARD SHALL MEET REGULARLY AT LEAST ONCE EACH MONTH AND AT THE CALL OF THE PRESIDENT.
- 3(4) THE IMMEDIATE PAST PRESIDENT, TO BE A VOTING MEMBER OF THE EXECUTIVE BOARD, MUST BE AT THE PRESENT TIME A FULL/PART-TIME STUDENT ENROLLED IN ANY OF THE COLLEGES, SCHOOLS OR DIVISIONS OF THE UNIVERSITY, AND MAINTAINING A 2.0 QUARTERLY GPA, AND IN GOOD ACADEMIC AND DISCIPLINARY STANDING IN HIS/HER RESPECTIVE COLLEGE, SCHOOL OR DIVISION. (UNIVERSITY ORGANIZATIONS MUST HAVE AN AFFILIATION WITH THE UNIVERSITY)

SECTION 4 - UNIVERSITY ADVISOR

THIS SECTION LISTS THE RESPONSIBILITIES OF THE UNIVERSITY ADVISOR. THESE LISTED ARE OFFICIAL UNIVERSITY RESPONSIBILITIES, BUT THE ORGANIZATION MAY BE MORE DETAILED.

- 4(1) The University Advisor shall consult with the Student Organization and ensure that the activities of the Student Organization are consistent with the stated purposes of the organization
- 4(2) The University Advisor is required to file an official certification of academic standing of the organization's officers with the Student Activities & Leadership Development Office (Student Life Center, Room 455).
- 4(3) The University Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the treasurer in all financial matters and to co-sign checks.

SECTION 5 - SPECIAL COMMITTEES

THIS SECTION ESTABLISHES THE ABILITY OF THE STUDENT ORGANIZATION TO CREATE COMMITTEES. YOUR GROUP MAY HAVE STANDING COMMITTEES WHICH MAY BE SPECIFICALLY NAMED IN A SIMILAR SECTION.

- 5(1) Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.
- 5(2) The Executive Board shall appoint, and may remove, committee members and a Chairperson for each committee.

SECTION 6 - MEETINGS

- 6(1) Meetings shall be held AT SUCH PLACES AS DETERMINED BY THE EXECUTIVE BOARD.
- 6(2) The quarterly meetings of the Student Organization shall be given AT LEAST TWO (2) WEEKS NOTICE OF THE PLACE OF THE QUARTERLY MEETINGS.
- 6(3) At all meetings, a quorum shall be ONE-HALF (1/2) OF THE VOTING MEMBERS OF THE STUDENT ORGANIZATION. A quorum is necessary for the organization to conduct official business. IN STUDENT ORGANIZATIONS THE BYLAWS SHOULD PROVIDE FOR A QUORUM AS LARGE AS CAN BE DEPENDED UPON FOR BEING PRESENT AT ALL MEETINGS IN ORDER TO CONDUCT THE ORGANIZATION'S BUSINESS.
- 6(4) All matters coming before the Student Organization which require the approval of the membership, and the election of officers, shall be carried by the majority vote of the voting members present, providing that a quorum is present, except for business specified in the constitution or bylaws which require a specific number, i.e., ratification, etc.

SECTION 7 - REVENUE

THIS SECTION SHOULD DEFINE ANY COLLECTION OF MONIES SUCH AS DUES, FUND-RAISERS, ETC., AND SHOULD DEFINE HOW THE MONIES ARE TO BE DISBURSED AND WHO SHALL BE RESPONSIBLE FOR THE ACCOUNTABILITY OF THE ORGANIZATION'S MONIES.

- 7(1) A membership fee of \$ AS DETERMINED BY THE GROUP shall be paid to Treasurer of the Student Organization upon application for membership.
- 7(2) The annual dues shall be \$ AS DETERMINED BY THE GROUP payable in quarterly installments, on the first of October, January, April, and May.
- 7(3) Revenue from sources other than those defined in this section may be raised as determined by the Executive Board and approved by the Student Organization, along with the approval of the appropriate University office.
- 7(4) The disbursement of said revenue shall be determined by the Executive Board with the approval of the Student Organization and in accordance with university policies.
- 7(5) The Treasurer shall be responsible for the accountability of the Student Organization's monies, and shall report to the Executive Board and the Student Organization.

SECTION 8 - DISCIPLINE

THIS SECTION IS NECESSARY AND SHOULD EXPLAIN WHAT THE GROUNDS ARE FOR TAKING DISCIPLINARY ACTION, WHAT IS THE PROCESS, WHO ADMINISTERS THE PROCESS, AND THE POSSIBLE RESULTS OF DISCIPLINARY ACTION.

- 8(1) Any member being two months in arrears in the payment of dues shall stand suspended and shall be notified immediately, in writing, by the Secretary. Such member, upon payment, and upon making application for reinstatement to the Executive Board within thirty (30) days of such notice may be reinstated by two-thirds (2/3) vote of the entire Executive Board. In the event such member is not reinstated he/she shall be dropped from membership and shall be notified, in writing by the Secretary
- 8 (2) Any member charged with conduct not in accord with the purposes of the Student Organization and against who such charges are sustained after due and proper hearing before the Executive Board, may be expelled from membership by a two-thirds (2/3) vote of the entire Executive Board
- 8(3) Any student whose membership in the Student Organization has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the Student Organization and may not use the organization's name in connection with any further activities.
- 8(4) Appeal process: Any member whose membership in the Student Organization has been terminated by action of the Executive Board of the organization may appeal his/her expulsion, in writing, and within two weeks of the Executive Board's action to the Student Organization's respective governing board If the expulsion is upheld by the governing board, the student may appeal to the Student Organizations and Activities Office in writing, and within two weeks of the governing board's action

SECTION 9 - IMPEACHMENT

ANY MEMBER MAY INITIATE OFFICERS REMOVAL BY THE FOLLOWING PROCEDURE.

- 9(1) Petition Executive Board with signatures of 1/3 of all voting members petition should state reason for removal.
- 9(2) Executive Board shall then notify officers and call for removal vote within fourteen days of the filing of the petition.
- 9(3) Membership shall be notified at least one week prior to removal vote meeting.
- 9(4) At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.
- 9(5) Removal from office shall require a vote of 2/3 of all voting members.

SECTION 10 - VACANCY OF OFFICE

- 10(1) In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.
- 10(2) The President shall call for an election within fourteen days after vacancy of any office.

10(3) Election shall be conducted as stated in the bylaws.

10(4) Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with the provisions of Section 10(2).

SECTION 11 - RULES OF ORDER

"Robert's Rules of Order, Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

SECTION 12 - AMENDMENTS OF BYLAWS

THIS SECTION ANSWERS HOW THESE BYLAWS MAY BE CHANGED. BY-LAWS SHOULD BE EASIER TO CHANGE THAN THE CONSTITUTION.

12 (1) Amendments to these Bylaws may be proposed by any member and shall be voted upon at the next meeting of the Student Organization following notice of such proposed amendment to the voting members, SUCH NOTICE SHALL BE GIVEN WITHIN ONE WEEK OF THE TIME ANY SUCH AMENDMENT IS PROPOSED.

12 (2) Amendments to these Bylaws shall be by the affirmative vote of one-half (1/2) of all voting members and with the approval of the appropriate governing board.

CHECKLIST FOR CONSTITUTION AND BYLAWS

This checklist is to help all organizations in writing their constitutions. The areas mentioned below are a must for your organization's constitutional approval. Please note you may expand on these points, but without the clear explanation of these points listed below, your organization will not be approved.

*Constitution must be typed.

CONSTITUTION

Article I

_____ The name of the student organization.

Article II

_____ The purpose and goal of your organization explaining why you are being formed. *Please remember no duplication of purpose will be allowed by any organization.

Article III

_____ Includes 3 classes of membership: voting, non-voting, and honorary.

_____ Voting and non-voting membership open to all U.C. students. Honorary members selected by majority vote of voting members.

_____ No limit on number of members provided non-voting and honorary members are not out numbered.

Article IV

_____ Offices of President, Vice-President, Secretary, and Treasurer must be separate offices. Although others may be added. (Exception for University Organizations.)

_____ Each officer must be a voting member as well as matriculated and in good academic and disciplinary standing with their college. (2.0 GPA)

_____ Serve for a term of 1 year or until their successor is qualified. Failure to remain in good academic and disciplinary standing, (2.000 GPA) ceasing to be a voting member, or loss of matriculated standing will result in that officer's replacement.

Article V

_____ Meets at least once per quarter, with times determined by the Executive Board and approved by voting members.

_____ Special meetings called by Executive Board must have one week's notice to all members and submitted one week prior to the meeting.

Article VI

_____ University Advisor selected by Executive Board must be a University staff, faculty or administrator.

Article VII

_____ Changes may be proposed by any member and voted on at next meeting, but not sooner than one week after proposal.

_____ Changes ratified by 2/3 of voting members.

BYLAWS

Section 1

_____ President (Chairperson, for University Organization) is executive officer, presides over all meetings of organization and Executive Board as well as ex-officio member of all standing committees.

_____ Vice-President presides in the president's absence for all meetings and is assigned duties by the president.

_____ Treasurer collects, receives, and deposits all funds paid to organization.

_____ Treasurer keeps bank account and financial records which must be open to inspection by president, executive board, Undergraduate Funding Board, GSA, auditor.

_____ Treasurer makes quarterly financial reports at meeting.

Section 2

_____ States when elections are to be held.

_____ Officers elected by majority vote of voting members and take office following their election.

Section 3

_____ Mentions who is on Executive Board.

_____ Executive board regulates policies, activities, discipline and budget management.

_____ Executive board meets regularly and at the president's call.

_____ If the past president is to be on the executive board, he/she must meet same stipulations as other executive board members.

Section 4

_____ University advisor ensures consistency of activities with stated purpose.

_____ University advisor certifies academic standing of executive board members.

_____ Co-signs checks and is aware of regulations dealing with funds.

Section 5

_____ Special committees established by executive board with appointment and removal of chairman and committee members.

Section 6

_____ Meetings determined by executive board.

- _____ Two weeks notice prior to quarterly meetings.
- _____ Quorum of (1/2) of voting members necessary to conduct official business.
- _____ All matters being voted on must be by majority voting providing quorum is present.

Section 7

- _____ States membership fee of \$_____ paid to treasurer upon application.
- _____ Annual dues of \$_____. States when dues are to be paid.
- _____ All other revenues approved by executive board, organization, and appropriate University office.
- _____ Disbursement of revenues by executive board and in accordance with University policies.
- _____ Treasurer is responsible for all organizational monies and shall report to executive board and that organization.

Section 8

- _____ Suspension of members who are delinquent in payment of dues provided adequate notice to such persons are made as well as provisions for reinstatement.
- _____ Disorderly or inappropriate behavior of members can result in their expulsion from the organization.
- _____ Suspended members lose all ties, financial and other to the organization.
- _____ Appeals provision for terminated members within an appropriate time span.

Section 9

- _____ Petition to executive board with signatures of 1/3 of all voting members with reason for removal.
- _____ Executive board notifies officers and calls for a vote within 14 days of the filing of the petition.
- _____ Membership notified at least one week prior to impeachment voting.
- _____ At meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges made against him/her.
- _____ Removal from office shall require two-thirds approval of all voting members.

Section 10

- _____ Executive board shall appoint an interim acting officer in the case of resignation or removal of any officer.
- _____ President (chairperson, for University organizations) calls for an election within 14 days after vacancy of any office.
- _____ Election conducted as stated in bylaws.
- _____ Upon vacancy of the presidency, the vice-president shall complete the president's unexpired term and a new vice-president shall be elected.

Section 11

- _____ "Robert's Rules of Order, Revised" shall be parliamentary authority for all matters of procedure not specifically covered by bylaws.

Section 12

- _____ Amendments to bylaws can be proposed by any member and one week prior to voting shall be given to all voting members.
- _____ Any amendments to bylaws shall carry 1/2 affirmative vote of all voting members and the approval of the appropriate governing board.

Other

- _____ Registration application completed and signed including compliance with University policies and officer listing.