Dear Student Leader:

Congratulations! By picking up and reviewing this packet you've made the decision to begin the process of establishing a recognized student organization. There are several steps to starting a new student organization, which are highlighted below. You should expect the process to take anywhere from 4-12 weeks. Contact the Office of Student Involvement (366 Millennium Student Center) at 314-516-5291 for more information.

There are six steps to establish a Recognized Student Organization:

1. Submit a New Student Organization Interest form on MyEngage, found in the Office of Student Involvement page. Once you have submitted the form, you must also send an email to studentorgs@umsl.edu to schedule your consultation.

2. Schedule and attend a consultation meeting with the Office of Student Involvement. At this consultation, you will discuss your potential RSO with Student Involvement Staff, who will provide guidance on the rest of the process. If the staff member determines you are ready to proceed, your potential RSO will be moved to Pending status.

3. Begin Recruiting Members. You will have limited access to certain campus resources to assist you with recruiting student members. This limited access is known as the “3x3x3 Rule of Pending Organizations”:
   a. 3 room reservations in the MSC (rooms only, no costs can be associated with reservations)
   b. 3 posters provided by the Graphic Artist(s) in the Office of Student Involvement
   c. 3 entries on the Campus Calendar via MyEngage request

4. Complete the New Student Organization Application on MyEngage. After all materials are submitted, you will be contacted by a staff member in Student Involvement to review the constitution and by-laws. (Please note that you may need to revise the constitution and bylaws after it has been submitted the first time. You should be prepared to revise the constitution several times before moving forward in the process)

5. Once your Application is complete, the Office of Student Involvement will take it for review by Student Affairs Committee of the University Assembly on your behalf. (Student organizations may be Approved, Provisionally Approved, or Denied)

6. Following review by the Student Affairs Committee, the OSI will notify you of the results. If your application is approved, you will be asked to schedule an appointment with the Office of Student Involvement to complete new RSO Training.

I look forward to working with you and your organization here at the University of Missouri-Saint Louis. There are many opportunities to gain valuable skills and learn from a variety of experiences as part of your Student Involvement experience. Thank you again for your interest, and feel free to contact me if there are any questions about the application process and good luck in the future!

Best Wishes,

Rainer Gall
Student Organizations Coordinator
Office of Student Involvement
New Student Organization Checklist

☐ New Student Organization Interest Form
☐ Consultation meeting with the Office of Student Involvement
☐ President, Treasurer, and SGA Rep
☐ Faculty/Staff Advisor (*must be .75 FTE*)
☐ Sufficient number of members (*10 currently-enrolled UMSL students*)
☐ Roster submitted
☐ Constitution and/or By-laws

☐ Mission and purpose
☐ Member qualifications
☐ Officer Responsibilities
☐ Election process
☐ Removal of officers
☐ Meetings
☐ Advisor selection and removal
☐ Quorum

☐ Dues and other financial support
☐ Policy and amendment adoption processes
☐ Deferral to Robert’s Rules of Order
☐ Non-discrimination statement***
☐ Non-hazing statement***
☐ Compliance with University regulations***

☐ National By-laws and/or Constitution (only if affiliated with a National Organization)

*Use this checklist to ensure you have everything required by the Office of Student Involvement*
Recognized Student Organizations

Privileges & Responsibilities

Recognized organizations have the following privileges and responsibilities:

1. Use of University’s name for identification purposes
2. Participation in University sponsored events
3. Use of campus facilities and services as provided by university regulations, which include 1-3 posters per event (from our graphic designer), reservation of meeting and conference rooms, and the opportunity to promote and flyer on campus for events
4. Ability to receive mail at the Office of Student Involvement
5. Must have a faculty or staff advisor that is currently 0.75 FTE (30 hrs/week or greater employment at the university)
6. Must complete the RSO renewal process on an annual basis
7. Must update MyEngage page anytime a change of officers occurs
8. Must submit a membership roster of a minimum of ten (10) names annually
9. Must submit an update of the organization constitution and bylaws annually
10. RSO Officers must attend the Office of Student Involvement SOLE (Student Organization Leadership Education) training session at the beginning of the semester
11. Voting seat in the Student Government Association (SGA)
12. Eligibility to apply for financial support from the Student Activities Budget Committee (SABC)
13. Eligibility to receive student leadership award honors and outstanding organization awards
14. Must comply with Student Involvement, Student Government Association, and University of Missouri policies in order to maintain funding
15. Must be responsible for the whereabouts of capital expense items purchased with Student Activity Budget Committee funds

Holding the status of a Recognized Student Organization does not mean that the University supports the views held by an organization. All RSOs are expected to comply with policies, procedures, and regulations of the University. Responsibility for violations of any laws (federal, state, or local) or University regulations must be assumed by the organization and (or) individual officers and members. An organization’s inability to adhere to these responsibilities may result in suspension of the RSO and/or the forfeiture of the organization privileges.
Student Organization Advisors

Student Organization Advisors are essential to the execution of the organization’s daily operations throughout the academic year as well its annual officer transition process. All registered and recognized student organizations are required to have at least one faculty or staff advisor that is .75 FTE (30 hrs/week). By understanding UMSL policy and procedures, advisors are able to serve as a resource for student members to ensure the organization’s functionality and compliance with the Office of Student Involvement.

Advisor involvement is mostly contingent upon the organization’s purpose and corresponding level of activity; however, the University has an expectation that advisors will adhere to the following guidelines:

- To understand and convey University policies and procedures governing UMSL students and student organizations
- To assist with the officer transition process
- To share knowledge of University and community resources
- To understand and convey proper usage of University funds
- To be aware of and approve all organizational programs, activities, and use of University funds
- To advise the organization on how to make practical decisions when planning events
- To encourage collaboration with other student organizations and University departments
- To ensure that the organizations activities are aligned with its purpose
- To assist the organization in assessing its relevance among UMSL’s general student body

The knowledge possessed by an advisor is vital to the organization’s members’ development of life, professional, and leadership skills. Advisors should openly offer suggestions and reasonable criticisms that are geared toward the advancement of the student leader.

*If you need assistance identifying potential advisors, contact the Office of Student Involvement.*

Student Organization Budget Management

Because student groups with *Pending* status are not yet active with the Office of Student Involvement, they do not have the same privileges as Recognized organizations. In order to protect these privileges, all *Pending* status groups are subject to the following terms:

- Student groups that are *Pending* may not hold fundraisers or collect dues from current or potential members. The Office of Student Involvement is not responsible for any funds or transactions of *Pending* status groups.
- *Pending* student groups may not receive co-sponsorships from other student organizations. Room and space reservations through the Millennium Student Center must be recruitment-based
- *Pending* groups are not eligible to request or receive SABC allocations before they have been fully approved as a Recognized Student Organization.
3x3x3 Rule of Pending Organizations

All new student organizations must gain recognition from the Student Affairs Committee of the University Assembly. Prior to gaining Recognized status, a group may be placed into Pending status, a provisional status granted by Student Involvement.

While under Pending status, organizations can request:
- 3 posters from the Student Involvement graphic artist
- 3 reservations with MSC Building Operations (space for informational meetings or recruitment tables only)
- 3 submissions to the Campus Calendar

These limited privileges are extended to Pending student organizations as a courtesy to assist in the recruitment of members. It is imperative that discretion is exercised when deciding to utilize them, as they are not renewable. If a pending group exhausts these privileges, it may resubmit the New Student Organization Interest form at the beginning of a new academic year to access these privileges again. The 3x3x3 Rule of Pending Organizations is valid for no more than one year. If, after one year, the organization has failed to move beyond provisional status, student organizers must re-submit the New Student Organization Interest form and work with the Office of Student Involvement to continue in the recognition process.

Posters from the Student Involvement graphic artist
Poster requests can be submitted via the online form found on the Student Involvement website. These poster designs must be for general recruitment information or recruitment events only. All other events and poster designs will not be approved by the graphic artist.

Reservations with MSC Building Operations
Room reservations can be made via the online form found on the Millennium Student Center website. All room and tabling reservations must be for recruitment purposes only. Any event that cannot be easily identified as a recruitment event will not be approved. Any event that is deemed as “fronting” for another organization will not be approved and the pending organization will lose all privileges.

Campus Calendar Submissions
Events may be submitted to the UMSL Campus Calendar by creating an event on the MyEngage calendar; events on MyEngage that are marked as Public will automatically feed onto the UMSL Campus Calendar. All submissions must be regarding upcoming recruitment events being held on campus. All Student Involvement policies must be followed for all events and programs.

Consultation Meeting
The consultation meeting is an important part of the recognition process. During this meeting the Office of Student Involvement (OSI) will walk your student organizers through the recognition process and answer any questions you might have. It is also a chance for the OSI to meet the student organizers in person and learn more about the organization you are forming. It is important for the OSI to have a clear understanding of the new student organization in order to help it become recognized and be successful at UMSL. At times, multiple groups with the same purpose or mission are attempting to form at the same time or a group is forming when a current organization of that nature already exists. This meeting is also a
chance for the OSI to help student organizations make connections with other students that have the same interest in an organization.

**Tips & Deadlines**

- New Student Organization Interest forms and New Student Organization Applications will only be accepted during the Fall and Spring semesters. This gives the Office of Student Involvement time to update necessary documents and policies for student organizations. No interest forms or applications will be accepted after the first week of April or before the first week of September.

- The Student Affairs Committee only meets 2-3 times per semester and does not meet between June and August. Being prompt with submitting the Application and changes to the constitution and bylaws will move the process along faster and help ensure your organization is recognized within the same year that the process is started.

- Be patient and plan on having at least 2-3 rounds of changes for your constitution and bylaws after your initial submission with the New Student Organization Application. These documents govern your organization so it is important that they are accurate and consistent.

- Student groups looking to become a Recognized Student Organization through the Office of Student Involvement must fill out the New Student Organization Interest form and have a consultation meeting before submitting the New Student Organization Application.

- The Office of Student Involvement will not begin the review process for your organization before all documents have been submitted including:
  - Roster of at least 10 currently enrolled student members
  - Faculty/Staff Advisor
  - Constitution and Bylaws

- Deadlines:
  - New Student Organization Interest forms will not be accepted after March
  - New Student Organization Applications will not be accepted after the first week of April
  - All applications and forms will be available no later than September 1 of each academic year
Student Organization Constitution and By Laws

This Constitution Writing Guide assists student organizations at the University of Missouri St. Louis (hereafter referred to as UMSL) to use when writing/revising their constitution. Student organizations may govern and structure themselves in any way deemed appropriate, as long as it does not violate University policy. In other words, specific articles and/or text may vary from this template, but should follow the same basic pattern. Organizations will have varying restrictions and requirements on membership, different officers, and a myriad of committees, so these guidelines are intentionally general and may need to be adjusted for specific student organizations.

Pertinent notes, University, and/or SGA policies will follow the section in italics. All articles and sections found here should be included in your Constitution (you may add other articles and sections as needed). Additionally, all asterisked statements must be included in the Constitution word-for-word.

- **Constitutions** outline the structure and purpose of your organization. They describe the objectives of the organization, qualification for membership
- **Bylaws** outline in writing the day-to-day rules for your organization and provide comprehensive guidelines to keep things running smoothly.

The constitution and by-laws articulate the purpose of your organization and spell out the procedures to be followed for its orderly functioning. Constitutions usually require a 2/3 vote of the membership for adoption. By-Laws only require a simple majority for passage. Once you have developed your Constitution and By-Laws review them often.

The needs of your group will change over time and it is important that the Constitution and By-Laws are kept up to date to reflect the current state of affairs. Make sure every new member of the organization has a copy of the by-laws and constitution. This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the constitution and By-Laws should be a part of officer training and transition.

Below is a list of the preferred and/or required procedures and structures for student organizations:

- Quorum defined
- Election process
- Removal of officers
- Mission and purpose
- Meetings
- Advisor selection and removal
- Dues and other financial obligations
- Amendment adoption processes
- Dues and other financial support
- Officer Responsibilities
- Member qualifications
- Deferral to Robert’s Rules of Order
- ***Non-Discrimination Statement
- ***Non-Hazing Statement
- ***Compliance with University regulations statement
Sample Constitution

Article I. Introduction
This article is meant to provide an introduction and overview of the organization. It sets the context for which the rest of the Constitution is interpreted and read. This section of the Constitution is vital, because it provides an understanding of what and who the organization is. The sections generally included in this article are name, mission statement, and objectives.

Section I: Name
This section states the name of the organization; along with any acronyms and nicknames the organization uses to identify itself (if the organization wants to refer to itself using an acronym or nickname throughout the Constitution for short, it needs to be stated here).

Example: “The name of this organization shall be (name of organization), hereinafter referred to as (shortened name of the organization, perhaps an acronym, as it will appear throughout the Constitution [optional]).”

Points of Consideration: A recognized student organization may only use UMSL to describe the location of the organization. For example, an organization cannot use the name “University of Missouri St. Louis Jumping Jack Club.” Rather, the group can use “Jumping Jack Club at University of Missouri St. Louis.”

Section II: Mission Statement
The mission statement should encompass the organization’s overarching purpose. It will impact decisions related to what are appropriate (and inappropriate) spheres of activity for the organizations to be engaged in. This statement should be broad enough to allow for flexibility within the organization, while fulfilling its mission, but specific enough to convey understanding of the uniqueness and purpose of the organization.

Example: “The purpose(s) of this organization shall be...”

Points of Consideration:
1) What is the overarching purpose/mission of the organization?
2) What is the intended impact of the organization on the UMSL community?
3) What services will be provided and for whom?

Section III: Objectives
Objectives should be written as action statements (“to...”), which act as specific things the organization strives to achieve in order to fulfill its mission. These statements are specific concepts, ideas, or issues that provide tangible examples of what the organization does.
Example: “To provide resources and support for constitutional writing and revision.”

Article II. Organizational Structure
This article is a detailed description of the structure of the organization. The description provides an opportunity to define responsibilities of the executive board/officers. This allows for current and future members to understand the role of executive board positions and provides an ability to create a culture of accountability within in the organization.

Section I. Executive Board
This section details the executive board positions and their position duties/responsibilities. When drafting this section, it can be either in bullet style (numbered or lettered) sentences or paragraph form. The different responsibilities should be general, yet specific enough to allow for understanding of the positions.

A. List of Executive Board Positions
   Points of Consideration:
   1) President, Treasurer, and SGA Representative are required positions for all student organizations
   2) Are there other positions that should be considered part of your executive board?

B. Qualifications for Becoming an Officer
   Points of Consideration:
   1) Who is eligible for office?
   2) Only UMSL students can hold executive board positions.
   3) GPA requirement – 2.0 for executive board and for presidents
   4) Specific skills and/or relevant experience desired or required to be eligible to hold an officer position.

C. Terms of Office
   Points of Consideration:
   1) Specify time frame (e.g. semester, academic year, etc.)
   2) When do officers assume their positions?
   3) Officer transitions. When are elections held? When does the officer transition or officer training occur?
   4) Suggestion: Elect officers in March, use the rest of the semester to train and transition new executive board members, have the new board officially take office May 1, so the old board can help train and advise while the new board is shadowing/training. This makes the organization stronger through overlap in duties and a designated training period.
   5) Make sure terms of office are consistent with election/selection processes.
D. Resignation: This section discusses the timeline and process for an executive board member to resign their position.

Points of Consideration:
1) What is the process for withdrawal from the organization?
2) Timeline for resignation (i.e. 2 weeks’ notice, until the position is filled, etc...).

Section II. Membership
This article outlines the requirements and expectations for membership to be granted into the organization. It typically includes three levels of eligibility: general membership, committee membership, and executive board/officer membership. These sections detail the initial requirements to be eligible for participation.

A. Membership Qualifications
Points of Consideration:
1) Who is eligible for membership (e.g. UMSL students, students in a particular field of study, etc.)?
2) Are there any specific qualifications needed or criteria that need to be met for membership (e.g. minimal GPA requirements, dues, etc.)?
3) Ongoing requirements in addition to requirements to join the organization. (i.e. attending meetings, participating in events, etc.)
4) Organizations may, at their discretion, also include in its membership other members of the UMSL community, including faculty, staff, and community members. These individuals will be known as associate members. Associate members may attend meetings, speak at meetings as members of the audience, and assist with program events under the supervision of an active member. Associate members may not hold office, vote, or otherwise conduct official organizational business, nor solicit funds on behalf of the organization.

Section III: Committees
This section should be used to describe committees within the organization. The description should provide an overview of what the role/purpose of the committee is within the organization. Note: Committees will vary according to the purpose and activities of the organization. Not all organizations have committees and those listed below are merely to serve as a guideline.

A. Types of Committees
Points of Consideration:
1) State the names, purposes, and responsibilities of the various standing committees (i.e. executive board, publicity, fundraising, etc.)
2) How are members selected for each committee?
3) How is the head of the committee chosen?

B. Temporary/Special Committees
Points of Consideration:
1) How and when are such committees formed?
2) What are the purposes and responsibilities of special committees?
3) What is the duration of a temporary or special committee?

Section IV: Advisor
The Advisor is a person who is selected by the organization to provide guidance and advice in the operations of the organization, and acts as a resource for the organization. Advisors are educators outside of the classroom and serve a variety of roles within the organization (i.e. mentor, teacher, leader, and follower). The advice of the advisor to the organization should be welcomed and viewed as valuable, but the decision making and goal setting for the organization should remain in the hands of the student membership.

A. Selection of Advisors
Points of Consideration:
1) How is the advisor selected (i.e. election, appointment, or selection)?

B. Qualifications
Points of Consideration:
1) Are there any specific criteria for selecting an advisor?
2) At least one faculty or staff advisor that is .75 FTE (30 hrs/week)

C. Terms of Office
Points of Consideration:
1) How long of a term does/can the advisor serve?
2) Some organizations keep their advisors for longs period, where as other organizations choose to change their advisor. Please consider when, if ever, the organization wants to review the advisor’s status/role within the organization, and the process to find another.

Article V. Meetings
This article should detail any meeting the organization holds, which can vary from executive board meetings, committee meetings, general body meetings, and special meetings. The process of how and who can call a particular meeting, who runs the meeting, and the purpose of the meeting should be outlined. Each different type of meeting needs to have its own section so full understanding of the process and procedures can be conveyed.

Section I: Time and Occurrence of Meetings
Points of Consideration:
1) How often meetings are held (e.g. weekly, monthly, etc.)?
2) Is there a set date for meetings?

Section II: Special Meetings
Points of Consideration: What are the circumstances under which special meetings may be called? Who can call the meetings?

Section III: Quorum
Quorum usually consists of the next whole number above one half of the total active membership. However, the number should be determined according to the organization’s need. For example, quorum could be defined by an individual organization as “Two-thirds of the eligible voting membership.”

Points of Consideration:
1) Note that the purpose of the quorum is to insure that enough members are present and expressing their opinions for the decisions made at this meeting to be considered valid and meaningful to the organization. You may wish to state this in this section of the constitution.
2) State the percentage or number of members needed for quorum.
3) What happens if quorum does not exist at a meeting? What if quorum is not reached for a few meetings?

Section IV: Parliamentary Procedure
Points of Consideration: What rules shall govern the conduct of business for the organization (e.g. Robert’s Rules of Order Newly Revised, General Consensus, etc.)?

*Deferral to Robert’s Rules of Order:

The rules contained in the most recent edition of Robert’s Rules of Order shall guide this organization in all cases that they are applicable and in which they are not inconsistent with the Bylaws and special rules of order the organization may adopt.

Section V: Voting
This article should outline voting procedures and processes. This should also include and describe who votes, method in which voting occurs, any exceptions to voting procedures, and any other pertinent information about voting.

Points of Consideration:
1) Who is eligible to vote?
2) How does the voting occur? (i.e. voice, secret ballot)
3) Is it a simple majority vote or more?

Article VII. Constitutional Amendments
This article overviews the process and procedure to amend the organization’s Constitution. It should include an amendment and ratification section.

Section I: Amendment
This section should outline who can propose a constitutional amendment, how the amendment is affirmed or denied, and any other steps in the process needed to confirm the proposed amendment.

Points of Consideration:
1) Who can propose an amendment and what is the procedure (e.g. verbal, written, how much time must pass between an amendment being introduced and it being voted on, etc)?
2) When can an amendment be proposed?
3) Is there any notice required in advance for amending the constitution?
4) How many members must be present for adoption of the amendment?
5) Who can vote on the amendment?
6) How many votes are required for affirmation?

Section II: Ratification
This section should outline how and when the Constitution becomes in effect for the organization and its members. A Constitution needs to be affirmed by the members for it to be used as the governing document of the organization. Note: If an organization’s Constitution is changed in any way, one new copy of the Constitution must be submitted to the Office of Student Activities.

Points of Consideration:
1) How many votes are required for ratification?
2) When does a newly ratified constitution become in effect? (i.e. upon ratification, the following semester, the following academic year, etc...)

Article VIII – Not-for-Profit Statement
This is a not-for-profit organization.

Points of Consideration:
1) This statement is not required by the University; rather, we simply suggest that you include this to confirm that your organization is not-for-profit.
2) Whether you include this statement or not, recognized student organizations are typically not-for-profit by default.

***ARTICLE IX – Statement of Non-discrimination***
It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, or status as a protected veteran. Sexual harassment shall be considered discrimination because of sex.
Points of Consideration:

1) An exception for restricted membership may be granted to fraternities, sororities, professional, and honorary societies only if the following three conditions are met: (1) It is in the interest of the organization to restrict membership to individuals with higher GPAs, other academic or merit-based credentials, or area of study in a particular field; (2) All such restrictions are mandated by the national level of an organization, or appeal is made to the Student Affairs Committee; and (3) Membership is only restricted by criteria other than those listed above. If an organization has a restricted membership, the constitution must contain the following statement (to replace the one above): “Membership decisions shall not be made on the basis of race, color, creed, sex, sexual orientation, gender identity, gender expression, age, national origin, disability, or veteran’s status.” Fraternities and sororities may omit “sex” from the preceding statement.

***ARTICLE X – Statement of Non-Hazing***

Hazing, defined as an act that endangers the mental or physical health or safety of a student, or an act that is likely to cause physical or psychological harm to any person within the University community, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy.

The University of Missouri St. Louis and [Insert Organization Name] does not condone nor tolerate hazing of any type by any organization, or by an individual against another individual.

***ARTICLE XI – Statement of Compliance with Campus Regulations***

This organization shall comply with the University Of Missouri Board Of Curators Standard Of Student Conduct

**Asterisked items MUST be included AS IS in the organization’s final official constitution.**
Sample By-Laws

Article I. Executive Board Duties
This section is used to define the duties and responsibilities of each officer.

Points of Consideration:
1) Be sure to include all of the officers that are listed in the constitution
3) What are the expected duties of each officer? Allow for flexibility for the person assuming the position to make it their own (i.e. do not state how a person should complete a responsibility, because each person has their own working that is most effective for them).

Article II. Role of the Advisor
Use this section to outline the roles and duties of an Advisor.

Points of Consideration:
1) What are the responsibilities of the advisor?
2) What are the groups’ expectations for the involvement of the advisor?

Article II. Executive Board Election/Selection Process
This article outlines and details the process and procedures for electing/selecting executive board positions. There are various methods to selecting officers or executive board positions, which can include: selection committee and interview, nomination and vote, or appointment. The elements contained within this section depend upon the method the organization decides to utilize. What should be stated in this section is who oversees the process; requirements to enter the selection process; how the process operates; how a new officer/executive board member is affirmed or selected; and when their term begins and ends.

March of Spring Semester is recommended as all student organizations must update their roster with the Office of Student Involvement in April to maintain their status as a recognized student organization on campus. Also, this allows for new officers/executive board members to shadow departing members for at least a month before the incumbent leaves their position. This shadowing provides a vital period of learning and training for the coming year ensuring a smoother transition and greater passage of knowledge and information.

Section I: Time and period when election/selection occurs
Points of Consideration:
1) How often and what time of year is selection held?
2) Are there any special elections?
3) Training and transition

Section II: Nominations
Points of Consideration:
1) How are nominations made?
2) Are there self-nominations?
3) Is an application process required for nomination?
4) Does a nomination committee exist that monitors the nominating process?

Section III: Election Procedures
Points of Consideration:
1) What is the specific procedure followed for elections?
2) Is there a secret ballot taken, or is it hand or verbal vote?
3) Who is eligible to vote?
4) What quorum is necessary for elections to be complete (e.g. 2/3, etc.)? How many members must vote for someone in order for that person to be elected?

Section IV: Notification and Posting of Elections
Points of Consideration:
1) What is the process for notifying others or posting information regarding elections (e.g. letters, flyers, poster, announcements, etc.)?
2) How long is the notification and posting period?

Section V: Procedure for Filling Vacated Offices
Points of Consideration:
1) Are special elections held?
2) Is ascending order used (moving up the rank order of officers to fill a position)?
   What is the order of succession (the rank order of officers to be used in ascending order)? Is the order of succession used for each position down the ladder, or can it stop along the way?
3) Are appointments made, or are interviews coordinated?

Article V: Meeting Minutes and Records
Meeting minutes and other records are vital for an organization’s success. Elections results, impeachment of an officer, removal of a member, approval of a budget or expense and confirmation of an amendment approval are just a few of the important items that meeting minutes are used to validate/verify.

Points of Consideration:
1) Who is responsible for taking notes and/or meeting minutes?
2) How are these records stored and who is responsible for them?
3) How does the organization share the meeting minutes with the membership to solicit corrections to the minutes?

Article VI. Removal of Officers, Advisors, and Members
This article provides the outline of the impeachment process, which empowers members the ability to recommend the removal of an executive board member or officer. This allows members to hold each
other accountable for their responsibilities and actions. Within this article, grounds for removal, the procedure for impeachment, and the procedure for appeal of impeachment should be outlined.

**Section I: Removal of Officers**
This section outlines the grounds for, procedure, and appeal process for removal of officers, members, and advisors. All criteria for removing a person from their position or membership in the organization should be objective. Removals may be conducted by the executive board but should always be confirmed by the general membership of the organization to promote transparency.

A. Grounds for Removal
Points of Consideration:
1) What are the grounds for removal of an executive board member (i.e. under what circumstances would/could this occur, votes required, etc.)?
2) Who can initiate the removal of an executive board member?

B. Procedure for Removal
This section details and describes the impeachment procedure. It should include how impeachment is called for, how the hearing of the case is handled, who oversees the hearing process, and how impeachment is either confirmed or denied.
Points of Consideration:
1) What is the process for removal of a member of the organization? (Outline due process, including charges, response to charges [argument], appeal, and removal/reinstatement process)

   This should be framed in the following way:
   a) Charge or complaint brought against an individual
   b) Evidence to support complaint presented
   c) Individual given opportunity to argue a defense and offer counter evidence
   d) Vote is taken (vote count must be specified in the Constitution)

   2) What type (secret ballot, voice vote, roll call vote, etc.) of vote is required for removal?
   Is voting determined by eligible voters present or by individuals present?

C. Procedure for Appeal of Removal
This section outlines the person’s right for appeal. It should include how an appeal is called, how the appeal hearing is handled, who oversees the appeal hearing process, and how the appeal is either confirmed or denied.

Points of Consideration:
1) Is there a set time period to carry out an appeal?
2) What steps are involved with the appeal?
Section II. Removal of Advisor
A. Grounds for Removal
This section outlines possible reasons to call for removal of an advisor.

Points of Consideration:
1) What are the grounds for removal of the advisor (i.e. under what circumstances would/could this occur, votes required, etc.)?
2) Who can initiate the removal of an advisor?

B. Procedure for Removal
This section details and describes the removal procedure. It should include how removal is called for, how the hearing of the case is handled, who oversees the hearing process, and how impeachment is either confirmed or denied.

Points of Consideration:
1) What is the process for removal of a member of the organization? (Outline due process, including charges, response to charges [argument], appeal, and removal/reinstatement process)

This should be framed in the following way:
 a) Charge or complaint brought against an individual
 b) Evidence to support complaint presented
 c) Individual given opportunity to argue a defense and offer counter evidence
 d) Vote is taken (vote count must be specified in the Constitution)

2) What type (secret ballot, voice vote, roll call vote, etc.) of vote is required for removal? Is voting determined by eligible voters present or by individuals present?

C. Procedure for Appeal of Removal
This section outlines the person’s right for appeal. It should include how an appeal is called, how the appeal hearing is handled, who oversees the appeal hearing process, and how the appeal is either confirmed or denied.

Points of Consideration:
1) Is there a set time period to carry out an appeal?
2) What steps are involved with the appeal?

Who oversees the appeal process?

Section II. Removal of Member
A. Grounds for Removal
This section outlines possible reasons to call for impeachment.
Points of Consideration:
1) What are the grounds for removal of an executive board member (i.e. under what circumstances would/could this occur, votes required, etc.)?
2) Who can initiate the removal of an executive board member?

B. Procedure for Removal
This section details and describes the impeachment procedure. It should include how impeachment is called for, how the hearing of the case is handled, who oversees the hearing process, and how impeachment is either confirmed or denied.

Points of Consideration:
1) What is the process for removal of a member of the organization? (Outline due process, including charges, response to charges [argument], appeal, and removal/reinstatement process)

This should be framed in the following way:
   a) Charge or complaint brought against an individual
   b) Evidence to support complaint presented
   c) Individual given opportunity to argue a defense and offer counter evidence
   d) Vote is taken (vote count must be specified)

2) What type (secret ballot, voice vote, roll call vote, etc.) of vote is required for removal? Is voting determined by eligible voters present or by individuals present?

C. Procedure for Appeal of Removal
This section outlines the person’s right for appeal. It should include how an appeal is called, how the appeal hearing is handled, who oversees the appeal hearing process, and how the appeal is either confirmed or denied.

Points of Consideration:
1) Is there a set time period to carry out an appeal?
2) What steps are involved with the appeal?
3) Who oversees the appeal process?

ARTICLE IX – Financial Obligation
This section should be used to determine the financial obligation of organization members. If the organization will not charge dues to members, consider using the example below.

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester. A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.
Points of Consideration:
1) Will dues remain the same each year?
2) Dues should be approved by the general membership before being charged
3) When will dues be collected? (i.e. each year, each semester, etc.)

**Article VII. Bylaw Amendments**
This article overviews the process and procedure to amend the organization’s Bylaws. It should include an amendment and ratification section.

**Section I: Amendment**
This section should outline who can propose an amendment to the bylaws, how the amendment is affirmed or denied, and any other steps in the process needed to confirm the proposed amendment.

Points of Consideration:
1) Who can propose an amendment and what is the procedure (e.g. verbal, written, how much time must pass between an amendment being introduced and it being voted on, etc)?
2) When can an amendment be proposed?
3) Is there any notice required in advance for amending the constitution?
4) How many members must be present for adoption of the amendment?
5) Who can vote on the amendment?
6) How many votes are required for affirmation?

**Section II: Ratification**
This section should outline how and when the By-laws become in effect for the organization and its members. A Constitution needs to be affirmed by the members for it to be used as the governing document of the organization. Note: If an organization’s Constitution is changed in any way, one new copy of the Constitution must be submitted to the Office of Student Activities.

Points of Consideration:
1) How many votes are required for ratification?
2) When does a newly ratified constitution become in effect? (i.e. upon ratification, the following semester, the following academic year, etc...)

**Asterisked items MUST be included AS IS in the organization’s final official constitution.**