

[Logo]

[Name of Student Organization]
Constitution

*The constitution is meant to be the guiding document for your organization. The following outline is an example of a student organization constitution. You should review each section and modify according to your organization's desired structure. The sections with an * are required sections that must appear in the organization's constitution. If additional help is needed, please contact studentorgs@ucdenver.edu to schedule a meeting with a member of the Student Organizations team.*

Article I: Name of Organization

Section 1: The name of this organization shall be...

Article II: Purpose of Organization

Section 1: State the general purpose of the organization

- a. To serve as a forum for...
- b. To promote the growth of...
- c. To serve the college by...
- d. To foster the continued interest in...

In this portion, you may want to address exactly what your group is hoping to accomplish. Is it a political, cultural, or social group? What kinds of activities will you be engaged in? How will you benefit the CU Denver community? What is your mission? You may also want to describe any initiatives or projects of the group here. For example, if your group creates a publication or has a signature event every year, you may want to discuss that here.

Article III: Qualification for Membership

Section 1: State the requirements for general membership to the organization.(i.e. G.P.A, fees, attendance, community service, etc.)

- a. ***Non-Discrimination Clause (REQUIRED)**
“Discrimination on the basis of race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy by any individual or unit of this organization is prohibited. A cause of action is created under this article for any individual who feels that he/she has been

discriminated against in violation of this section.”

Other issues you may want to address:

Is the paying of dues a requirement of membership? If so, how will you ensure that your organization is open to all students regardless of ability to pay dues?

- *If you are requiring dues, make sure you have a plan for what these will be used for to avoid unnecessary fees. Additionally, remember that if you are affiliated, you can request funding from Student Government.*

Does a member need to formally resign? How should this take place?

Do you allow members of the outside community participate in activities or programs (alumni, wider community, etc.)?

Article IV: Structure of Organization Section 1: Officers

- a. *President (REQUIRED)
- b. *Treasurer (REQUIRED)
- c. *Vice President (REQUIRED)
- d. Secretary

Section 2: Term of Office:

State the term length beginning on this date and ending on this date.

Section 3: Qualifications:

Outline the qualifications for each of the officers.

- b. Be a current CU Denver student with a minimum GPA of ___
- c. Be in good standing with the University
- d. Have been an active member of the organization for at least onese semester

Section 4: Duties

Outline the duties of each of the officers.

- a. President
 - 1. *Update and maintain current and accurate information to Student Life & Campus Community
 - 2. Preside over all meetings
 - 3. Appoint committees
 - 4. Other duties...
- b. Treasurer
 - 1. * (affiliated) Work in conjunction with Student Life & Campus Community in all financial matters concerning the organization
 - 2. Other duties...
- c. Secretary
 - 1. Take and post minutes of all meetings
 - 2. Other duties...
- d. Vice President
 - 1. Assume the duties of the President in his/her absence
 - 2. Other duties...

Article V: Faculty Advisor

Section 1: Role of the Advisor

Outline how the Faculty advisor should assist the organization.

Section 2: Qualifications

Who should be the organization's advisor? (Someone in a particular

field of study, etc.)

Section 3: General Duties

What should the advisor be doing? Attending meetings, guiding the organization, etc?

Section 4: Vacancy

*Report advisor vacancies within one week

to studentorgs@ucdenver.edu with your plan to replace the advisor.

Student Life staff can act as an interim advisor for up to 4 weeks.

Article VI: Elections

Section 1: Election of Officers

- a. Nomination process
- b. Elections shall be held annually in the month of...
- c. Voting Process
Simple majority, secret ballot, etc.

Section 2: Vacancy

- a. *report officer vacancies within one week to studentorgs@ucdenver.edu with your plan to replace the officer
- b. Appointment process
- c. Voting process
Simple majority, secret ballot, etc.

Section 3: Removal

Outline the removal process the organization will use.

Other issues you may want to address:

- *How are potential officers nominated? How soon before the election date must nominations occur?*
- *How will the elections be held? Will it be done via secret ballot or survey? Is it done on a simple volunteer basis?*
- *How will the newly elected officers be notified?*
- *How will the outgoing officer ensure that the transition to the incoming officers will be smooth? You may want to discuss having a "shadow" period or how you will make sure that institutional knowledge is transferred.*
- *How will your group proceed if an election is contested?*

Article VII: Meetings

Section 1: Weekly Meetings

State the frequency of the organization's meetings.

Section 2: Special Meetings

State who has the authority to call a special meeting.

Section 3: Quorum

States what constitutes quorum.

Section 4: Robert's Rules of Order

State what parliamentary procedure will be used, if any.

Other issues to consider:

- *How will a proposal be submitted and reviewed?*
- *How will a proposal be approved? By simple majority? Will members who are not present at the time of the voting have the ability to vote via written proxy?*

Article VIII: Finances

Section 1: Dues

Will the organization require its members to pay fees? If so, how much, how frequently, and what for?

Section 2: Fundraisers

Outline possible annual fundraisers.

Article IX: Amendments

Section 1: State the procedure for amending the constitution.