

Constitution Guidelines

University of Wyoming Requirements

Recognized Student Organizations (RSOs) are required to include certain phrases in their constitution if they wish to be approved. While not mandatory, it is highly recommended that you follow this standard format when constructing your constitution:

PREAMBLE
ARTICLE I. NAME
ARTICLE II. PURPOSE
ARTICLE III. MEMBERSHIP
ARTICLE IV. OFFICERS
ARTICLE V. OPERATIONS
ARTICLE VI. MEETINGS
ARTICLE VII. FINANCES
ARTICLE VIII. AMENDMENTS

How to use this guide

This outline is designed to help you construct your constitution. A breakdown of each article will be provided, including the purpose of the article, guiding questions, and sample statements. Some things to be aware of:

- Sample text will not have any special formatting.
- **All mandatory text will be listed separately and bolded. These statements must appear word for word in your constitution in that article. These will be listed in the “Required” sections.**
- *If text is in bold italics, that means that a statement of a similar nature must be included in your constitution, but it does not have to be verbatim. These will be found under the “Required” sections.*
- *Text that we suggest appear in your constitution will be listed in italics.*

Article Descriptions

PREAMBLE

<u>Purpose:</u>	A preamble is an introductory statement that explains the purpose of the organization and constitution.
<u>Guideline:</u>	The preamble should include the name of the organization and, in some cases, a brief history.
<u>Required:</u>	NONE
<u>Sample:</u>	Section #. {RSO Name} hereby establishes this constitution in order to guide the organization towards fulfilling its purpose.

ARTICLE I. NAME

<u>Purpose:</u>	This Article will make it known what to call your organization.
<u>Guidelines:</u>	In this Article, you will put the exact title, and acronym if applicable, of your organization. If your group does have an acronym, you may use it from here on out in the rest of the articles. There are some guidelines to be aware of when naming your organization that can be found in the RSO Handbook &

UW Regulation 11-4. No group on campus may use the “University of Wyoming” as a precursor to their name, but “Wyoming” may start it or “at the University of Wyoming” may follow it.

Required: ***Section #. The name of this organization will be {RSO Name and (RSO Acronym if applicable).}***

ARTICLE II. PURPOSE

Purpose: This Article will be the basis for why the group was founded and why the group exists.

Guidelines: Anyone who reads this section should be able to understand what your organization does. If you have a multitude of purposes, outlining them using bullet points may help make this section clear.

Required: **Section #. {RSO Name} is willing to abide by all policies established by the University of Wyoming.**

Sample: *Section #. The purpose of {RSO Name} shall be to {Purposes.}*

ARTICLE III. MEMBERSHIP

Purpose: This Article will present the requirements for membership and requirements of the active members. There are three essential components to this section.

Guidelines: 1. Describe membership types or classifications, what it means to be a general member of the organization, including target markets, requirements, and benefits of membership.

2. State whether or not there are dues for being considered a member.

3. Incorporate the University of Wyoming non-discrimination clause.

When outlining your membership parameters, think about your purpose and the types of students who would be interested in your group. If your organization will be collecting dues, be sure to outline the benefits the members have when paying dues versus those who do not pay dues.

Required: **Section #. {RSO Name} admits students without regard to their race, gender*, religion**, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category and affords each member all the rights, privileges, programs, and other activities generally accorded or made available to members of the organization.**

*Per UW Regulation 11-4, membership eligibility based on gender is valid only if gender is a bona fide membership qualification.

**Per UW Regulation 11-4, the only time “religion” may be excluded from this statement is when your organization’s aims are primarily sectarian.

Section #. Dues for membership in {RSO Name} shall be {Amount} per year.

Samples: *Section #. Membership in this organization shall be open to all University of Wyoming students.*

Section #. Membership shall be limited to currently enrolled UW students, faculty, and/or staff.

Section #. Non-dues paying members may attend general meetings, but will be unable to participate.

ARTICLE IV. OFFICERS

Purpose: This Article will present the required officers and their duties. Every RSO is required to have a President, Vice-President, Treasurer, and Secretary, but can name them different if desired. Each of these positions must have a description of duties so that members know what to expect of each role. These are the positions which will be elected by your organization on a routine basis. The Executive Officers must be full-time students of the University of Wyoming and active members in the RSO.

Guidelines: Be specific with your requirements. While you are required to have the above positions, you may expand beyond that. Dependent on the mission of your organization, you may not want to list these additional officers here, but rather leave them to the discretion of the most current active membership. You may also determine if there are requirements that each officer must meet, such as GPA, office hours, or committee attendance. You must have language in case of an absence from the President of your organization.

Required: ***Section #. The Executive Officers of {RSO Name} shall consist of a President, a Vice-President, a Secretary, and a Treasurer.***

a. The duties of the President shall be to {Duties.}

b. The duties of the Vice-President shall be to {Duties.}

c. The duties of the Secretary shall be to {Duties.}

d. The duties of the Treasurer shall be to {Duties.}

Section #. {RSO Name} shall appoint a full time faculty, staff, or administrative advisor currently employed by the University of Wyoming.

Samples: *Section #. Other officers can be added at the discretion of the {Who can add officers.}*

Section #. The duties of the Advisor shall be to {Duties.}

Section #. All Officers must maintain a cumulative and semester {GPA} in order to remain in their position. Should their GPA should fall below {GPA}, they will be removed from their position, and a special election organized by the remainder of the Officer Committee will be held.

ARTICLE V. OPERATIONS/ELECTIONS

Purpose: This article will determine clear election procedures. This is necessary in order to ensure a smooth transition between officers and committees.

Guidelines: The main feature of this Article will be the Elections Procedures. Focus on the timeline, duration of office, the percentage of votes a candidate must secure in order to be the victor, how nominations are made, how the vote will be held, and qualifications to hold office. Voting members must be full-time students of the University of Wyoming and active members in the RSO.

Elections can be held at any point during the academic year. Term limits should also be discussed when creating the constitution. Your group must also determine how to nominate and elect officer positions as well as how votes will be counted.

Qualifications for office is dependent on the needs of your organization.

You may also want to consider procedures in the cases where an Officer position opens outside of the normal election cycle.

Required: **Section #.** Following each selection or change of any officer/advisor, the Campus Activities Center will be notified.

Section #. Election of Officers

- a. The officers shall be elected {Timeframe.}***
- b. Officers are elected and activated {Timeframe} for a period of {Term Limit.}***
- c. {How candidates are nominated.}***
- d. {How voting procedures work.}***
- e. {What majority is required for an officer to be elected.}***

Section #. Advisors

- a. {Who is able to vote in an advisor} shall {How to nominate and determine and advisor} to whom the advisor shall be.***

Section #. Mid-Term Vacancies

- a. In the instance where an officer is not able to complete their term, a special election will be held in a manner emulating the regular election procedures.***

Section #. Removal of Officers and Advisors

- a. Removal of an officer requires {Who is able to remove an officer.}***
- b. Removal of an advisor requires {Who is able to remove an advisor.}***
- c. Appeals by the officer or advisor can be made by {Terms to appeal processes.}***

ARTICLE VI. MEETINGS

Purpose: This Article informs the reader as to the time, location, and frequency of the organization's meetings.

Guidelines: You may want to consider who can call special meetings of the organization. If there are special rules that your organization follows for meeting agendas, this would be the place to include that.

Required: ***Section #. {RSO Name} meeting time shall be {Dates and Times or Time meeting time will be announced.}***

Sample: ***Section #. Special meetings may be called by the {Who may call special meetings} when necessary.***

ARTICLE VII. FINANCES

Purpose: This Article will state where your funding comes from and what will happen to any funds should the organization be disbanded. This article should also include how to file taxes with the IRS.

Guidelines: If your organization does not collect dues, you may rely on funding from ASUW funding or through fundraisers for events. If your group makes the decision to dissolve, it must be clear where any funds are to be dispersed.

Required: ***Section #. {RSO Name} is funded through {How your RSO is funded.}***

Section #. In the event that the organization is dissolved, all remaining funds collected will be used to pay off any debts incurred by the organization. Remaining funds shall be returned to their original sources if the RSO can prove where the funds came from. Any additional remaining funds will be donated to ASUW for use by RSO Funding Board to support other student organizations.

ARTICLE VIII. AMENDMENTS

- Purpose: This Article will determine how to add amendments to your constitution. By having a clear procedure to make amendments to your constitution, future groups will have the ability to adapt the organization to its needs. All amendments are subject to review and approval of the Campus Activities Center.
- Guidelines: Consider how you want future iterations of your organization to go about making changes. While you do not want the amendment process to be impossible, you also do not want it to be something that is done easily, or without considerable thought being put into it. You want to consider who can propose them, if there will be a waiting period between proposals and votes, how many members must vote in favor of an amendment for it to stand, and whether the person proposing the amendment can accept changes during the discussion phase of the process.
- Required: **Section #. After University recognition is granted, any proposed changes in the approved constitution or bylaws must be presented to the Campus Activities Center for approval and such changes shall not be effective until approval is granted.**
- Section #. This Constitution may be amended by a {What majority is required to amend the constitution.}*
- Samples: *Section #. Any proposed amendments to this Constitution must be presented and discussed at least one week prior to voting takes place.*
- Section #. There shall be at least one week before the proposed amendment can be voted upon should any changes in language to an amendment take place after the discussion period.