

Student Organizations Constitution Template

INSTRUCTIONS: To comply with university policy, all student organization's constitutions are required in some iteration the following articles and sections outlined below. An organization may elect to use the verbatim language **outline in bold** below, while filling-in the necessary information as it pertains to them.

Should the student organization choose to wave the utilization of the outlined requirements below, they then must demonstrate through the content and language of the said constitution an understanding of certain organizational fundamentals. These include organization operations, relationship to the university, policy compliance, officer/advisor processes, membership admittance for all students, and amendment procedures.

After submission of a student organization constitution, it will then be review by Center for Student Involvement & Leadership staff and commented on if any edits are needed. Once reviewed and approved, it will be officially "on-file" as the organization constitution.

****Should an organization choose to amend their constitutions after official submission, the organization must then again submit it via email to StudentOrgs@uwyo.edu or online submission for approval by the Student Orgs and Entertainment Staff, seven (7) business days after the amendment(s) take places.***

Required Text

Fill-in with organization's information

Additional information as needed/desired

Article I. Name

Section 1. (Student Org Name Here)

Article II. Purpose

Section 1. {Student Org Name Here} is willing to abide by all polices established by the University of Wyoming

Article III. Membership

Section 1. (Student Org Name Here) 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.

Article IV. Officers and Advisor

Section 1. The Executive Officers of {Student Org Name Here} shall consist of a President, a Vice-President, and a Treasurer.

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

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

(Add Additional position as needed/desired)

Section 2. {Student Org Name Here} shall appoint a full time faculty, staff or administrative advisor currently employed by the University of Wyoming

Article V. Elections Process

Section 1. Following each selection or change of any officer/advisor, (Student Org Name Here) will update their UW Connect Portal under the appropriate areas.

Section 2. Election of Officers

- a. The officers shall be elected (Enter here timeframe)
- b. Officers are elected and activated (Enter 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 3. 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 4. 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 5. Removal of Officers and Advisors

- a. Removal of an officer requires (Who is able to remove an officer/process of removal)
- b. Removal of an advisor requires (Who is able to remove an advisor/process of removal)
- c. Appeals by the officer or advisor can be made by (Terms to appeal processes.)

Article VI. Meetings

Section 1. (Student Org Name Here) meeting time shall be (Dates and Times or Time meeting time will be announced.)

Article VII. Finances

Section 1. (Student Org Name Here) is funded through (How your Student Org is funded)

Section 2. 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 SO can prove where the funds came from. Any additional remaining funds will be donated to ASUW for use by SO Funding Board to support other student organizations.

*****Add in additional Articles as needed/desired*****

Article VIII. Amendments

Section 1. After University recognition is granted, any proposed changes in the approved constitution or bylaws must be presented to the Student Organizations & Entertainment office for approval and such changes shall not be effective until approval is granted.

Section 2. This Constitution may be amended by a {what majority is required to amend the constitution.}