

How to Use This Template

A constitution is a written document that establishes the rules and guiding procedures of an organization. This template was created to help you write a constitution.

In the template below, you will find an outline of a generic constitution. In each section, there are instructions on how to make this template your own. **Words written in red are instructions.** **Words written in blue are an example.** **Words in black must be included.**

Once you have a drafted version of your constitution that all the E-board members are happy with, consider bringing it before your members and receive any feedback they may have to offer.

After all feedback has been addressed, you should have a final version of your constitution. This must be *physically signed* by all E-board members of your organization. Once signed, your constitution is ready for submission!

Important Notes:

Executive Board (officers) members must physically sign the constitution.

Please be sure to update the date on the enabling clause.

Delete this page before submission!

Need Help? Email randall.paterson@uconn.edu

Example Club, UConn Avery Point

Insert your organization's name here. (Delete Red Text When Complete)

Article I – Name and Affiliation

- i. Name
 - a. The official name of this organization shall be the Example Club, UConn Avery Point. The Example Club, UConn Avery Point will hereinafter be referred to as “Example Club” for the rest of the Constitution.
List the name of your organization. Follow the example. If you are going to use an acronym for your organization, please state “(your organization) will be referred to as (your acronym) for the rest of the constitution”
- ii. Affiliation
 - a. The Example Club is not affiliated with any national organization, it is local to the Avery Point Campus.

Does your organization have a national affiliation? If so, you will list it here. If you do not have any affiliation, follow the example. You must state which campus you are affiliated with.

Article II – Mission Statement

- i. The mission of this organization shall be to mentor students who are facing academic probation or are struggling to meet the university academic requirements. We will provide students with the necessary assistance to make their college experience an enjoyable one.

What does your organization exist to do? What is your purpose? That is your mission. Insert your mission statement above.

Article III – Membership

- i. Any Graduate or Undergraduate student at the University of Connecticut who maintains a cumulative GPA of 3.0 or higher in their respective majors is eligible to join the Example Club.

Are there requirements to be a member in your organization?

- ii. An accurate listing of the membership is to be kept on the organization's UConntact page and regularly submitted by way of the Re-Registration and Roster-Verification forms

Article IV – Officers

- i. Executive Officers
 - a. PRESIDENT
 - i. Presides over all executive and membership meetings
 - ii. Represent Example Club and all of its members at all times
List the responsibilities and duties of the President, specific to your organization. Use a separate bullet point for every duty.
 - b. VICE-PRESIDENT
 - i. Handles the internal functions of the organization
 - ii. Assists the President in fulfilling the goals of the organization
List the responsibilities and duties of the Vice President, specific to your organization. Use a separate bullet point for every duty.
 - c. SECRETARY
 - i. Keep accurate history and records of the Example Club's activities and meetings
 - ii. Write and distribute meeting minutes for each executive board and general body meeting
List the responsibilities and duties of the Secretary, specific to your organization. Use a separate bullet point for every duty.
 - d. TREASURER
 - i. Keep financial records updated and accurate
List the responsibilities and duties of the Treasurer, specific to your organization. Use a separate bullet point for every duty.

Does your organization have any other officers? Add their role and responsibilities below.

- ii. Election of Officers
 - a. Term of Office
 - i. Each Executive Officer position shall be elected once every academic year in the Spring Semester

- ii. The incoming officers shall serve from the Fall to Spring Semester of the following academic year

How long is the term of your elected officers? Define terms above.

b. Election Procedure

- i. Elections shall be conducted electronically on UConntact no later than the last week of classes in the Spring Semester preceding the beginning of term of office

How will elections take place? How many votes are necessary to be elected?

What other election procedures do you use in your organization?

c. Removal/Replacement of Officers

- i. If an officer needs to step down, or is being asked to step down for not fulfilling their duties, the membership/executive board will hold a meeting and follow majority vote to determine if the officer is to be removed.
- ii. If an officer is being replaced outside of election time, Example Club executive will appoint a new officer / Example Club will hold an election for that position following rules of elections.
- iii. We acknowledge that no member or officer shall be terminated without cause or due process.
 - 1. Due process shall be defined as “anyone who is being considered for termination due to unfulfillment of duties, breaking terms of membership/leadership, etc. must be given notice of why they are being considered for removal, then constitutional process shall be followed accordingly.”
 - 2. Removal of executive board officers shall be consulted by the organization’s advisor and/or the SOLID support team.
 - 3. Record of any membership/leadership meetings shall be documented with detailed minutes.

How will officers be removed or replaced should they no longer be able to do their job? Enter that procedure above.

Article V – Operating Procedure

- i. Meetings

- a. A meeting of the Example Club shall be held no less than bi-monthly and no more than weekly.
How frequently will your organization hold meetings? Is there an attendance requirement for certain rewards or recognitions? Enter procedure above.
- ii. Decision-Making Process
 - a. The Executive Board shall put-to-vote any decisions being made concerning the general membership of the Example Club
How will decisions be made in your organization? How will decisions be shared to your membership? Enter procedure above.
- iii. Amending the Constitution and Bylaws
 - a. Amendments to this document may be made at any point in which the Executive Board or membership sees fit to make changes
How can this document be amended? Who can make amendments? When can amendments be made? Enter procedure above.

Article VI – ADVISORS

- i. Requirements of the Faculty/Staff Advisor
 - a. The advisor must be a faculty/staff member on the Avery Point Campus.
 - b. The advisor may also be a Graduate Student as long as they also serve as a Graduate Assistant (GA) or Teaching Assistant (TA).
- ii. Duties of the Faculty/Staff Advisor
 - a. The advisor shall also be available to mentor the students in the general membership and assist them with procedures when necessary.
 - b. Advisors do not have voting rights.
What are the duties/responsibilities of your advisor? Enter your advisor's role above.

Article VII – Financial Statement

- i. Dues
 - a. The dues for members of the Example Club shall be no more than ten dollars a semester to be collected by the second meeting after the Involvement Fair

Will your organization collect dues? How much? What can they be spent on? Who determines how much are dues? Enter above.

ii. Funding

a. The Example Club will also hold fundraisers at a minimum of once a semester to bring in additional funding on top of dues to be used to further our mission

Will your organization fundraise? How often? Will you apply for USG Funding? Enter above.

iii. Beneficiary Addendum

a. Should the Example Club cease to exist all of our funds will be donated to the XYZ Institution

b. The address of this beneficiary is: 123 Street Address, Town, Zip Code

Where will leftover funds go should your organization cease to exist? Explain above.

Article VIII – Non-Hazing Compliance Statement

- i. The Example Club maintains a strong commitment to not engaging in any activities that could be considered or construed as hazing by any legal party or the University of Connecticut Office of Community Standards
 - ii. Hazing is defined as any activity without reasonable or legitimate educational value expected of someone for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization that humiliates, degrades or risks emotional, psychological, and/or physical harm, regardless of a person's willingness to participate.
 - iii. In cases of individual violators, appropriate disciplinary action may be imposed as outlined in *The Responsibilities of Community Life: The Student Code*. In cases where the entire organization has authorized such conduct; loss of privileges, temporary suspension of registration, or rescission or termination of registration may be imposed.
 - iv. Such penalties shall be in addition to any penalties pursuant to penal law (Public Act No. 88-328) which violator or RSO may be subject
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Article IX – Enabling Clause

- i. This Constitution was reviewed and ratified by the Executive Board on [Sept. 26, 2023](#), at a regular body meeting
- ii. The entire membership and Executive Board are in agreement with this document
Update the date to when you voted on this constitution.

Signatures/Dates

President:

Vice President:

Treasurer:

Secretary:

Sign the document physically or upload to Google Docs > Insert > Drawing, and have officers sign or save as PDF, email to officers, to sign by clicking “Sign” (NOT “Sign & Fill”)