

# Sample RSO Constitution

## Requirement for RSO's

Every Registered Student Organization is required to have a current (within last 3 years) constitution on file with the Office of Student Activities. This constitution provides a structure for you to start with, but is not a constitution "template".

## Purpose of a Constitution

A constitution is the basic framework and guidelines for an organization. The constitution becomes the "governing document" for your RSO. This provides a means for your RSO's oversight and accountability. Additionally, if mediation is required (such as a dispute about properly-elected officers), the Office of Student Activities will use your constitution in the mediation process. Your constitution should be a collaborative effort between your officers, members, and advisor, and should promote the long-term good of your organization.

## Sample Registered Student Organization Constitution

This sample constitution is not a template; instead, it shows you the elements of a good constitution and a potential structure as a starting point. You can add or remove sections as needed to meet YOUR group's unique needs.

### Article I: Organization Name

The name of the organization shall be \_\_\_\_\_.

The organization's abbreviation/alternate name will be \_\_\_\_\_.

### Article II: Purpose Statement

1. It shall be the purpose of \_\_\_\_\_ (name of organization)  
to \_\_\_\_\_

2. It shall be the mission of \_\_\_\_\_ (name of organization)  
to \_\_\_\_\_

3. It shall be the belief of \_\_\_\_\_ (name of organization)  
that \_\_\_\_\_

\_\_\_\_\_. (Any group desiring to limit membership or leadership based on a set of beliefs must complete point 3 or have their "statement of beliefs" in the constitution.)

### Article III: Membership and Eligibility Requirements

**Section A:** Membership is open to any enrolled student who:

1. Is enrolled in at least one credit hour at the University of Arkansas. **(This is University policy – non-students cannot be RSO members.)**

2. \_\_\_\_\_

3. \_\_\_\_\_

(If the RSO limits membership it should be stated explicitly how membership is determined or denied and the statement of beliefs in II.3 should be included.)

**Section B:** A member may be removed for:

- 1.
- 2.
- 3.

**Section C:** Removal of Membership Procedures

Any member may have their membership revoked by \_\_\_\_\_.

Any member removed may appeal \_\_\_\_\_.

**Section D:** Dues and Collection Procedures (if any)

1. The fiscal year of the organization shall be from July 1<sup>st</sup> to June 30<sup>th</sup>. **(This is University policy.)**
2. The amount of annual dues shall be determined each year by \_\_\_\_\_.
3. Dues shall not exceed \$ \_\_\_\_\_ per year.

**Article IV: Voting**

**Section A:** A quorum will be \_\_\_\_\_.

**Section B:** The following guidelines are established for voting eligibility: \_\_\_\_\_

**Section C:** Proxy voting is allowed by the following process \_\_\_\_\_

**Article V: Officers**

**Section A:** Requirements to be eligible to an officer are:

1. Must be enrolled full time at the University of Arkansas, maintain a minimum of a 2.25 cumulative grade point average, and not be on judicial or academic probation. **(This is University policy.)**
2. \_\_\_\_\_

(If the RSO limits leadership, it must be stated explicitly how leadership eligibility is determined or denied.)

**Section B:** The \_\_\_\_\_ (name of organization) shall have a President, Treasurer, and \_\_\_\_\_ (other officers). **(These titles may vary for your organizational needs; only a President and Treasurer are required.)** These officers comprise the Executive Committee or Board.

**Section C:** The term of office shall be from \_\_\_\_\_ to \_\_\_\_\_.

**Section D:** Election of officers shall be held \_\_\_\_\_ (annually, semesterly, etc.) Nominations shall be initiated (how/when) \_\_\_\_\_. The person receiving \_\_\_\_\_ (amount of vote - majority, 50% +1, other percentage) will be elected. In the event no candidate receives the required percentage, runoffs will be held \_\_\_\_\_.

**Section E:** Any officer may be removed from membership by \_\_\_\_\_

Any officer removed may appeal \_\_\_\_\_.

**Section G:** Any vacancy which may occur in an office shall be filled in the following manner:

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**Article VI: Duties of Officers** (sample only – yours may vary)

**Section A: President**

1. The President shall be the chief executive officer.
2. The President shall appoint all committee chairpersons.
3. The President, with approval of the executive board, directs the budget.
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

**Section B: Vice President**

1. The Vice President shall be the parliamentarian for the organization.
2. The Vice President shall assume the duties of the President should the office become vacant, or in the absence of the President.
3. The Vice President will keep and have available current copies of the constitution and bylaws.
4. The Vice President will be responsible for scheduling programs.
5. The Vice President will perform other duties as directed by the President.

**Section C: Secretary**

1. The Secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board.
2. The Secretary will provide a copy of the minutes for each officer and keep a master file.
3. The Secretary shall maintain a complete and accurate account of attendance and membership status.

**Section D: Treasurer**

1. The Treasurer shall keep a current record of all financial transactions; and
2. The Treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership; and
3. The Treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time
4. The Treasurer will perform other duties as directed by the President.

**Section E: Advisor—University Faculty/Staff Advisor**

1. The Advisor shall be a full-time faculty or staff member at the University of Arkansas.
2. The Advisor shall assist the group in the execution of roles and responsibilities.
3. The Advisor shall serve as a resource.
4. The Advisor should provide advice upon request and also should share knowledge and expertise.
5. The Advisor shall be a full-time faculty or staff member at the University of Arkansas.
6. The Advisor will be a nonvoting member of the organization.
7. \_\_\_\_\_

**Article VII: Group Committee Structure**

**Section A:** The following committees shall be appointed by the President, subject to ratification by the organization during a regular business meeting:

- 1.
- 2.
- 3.

**Section B:** The duties of the standing committees shall include:

**Article VIII: Meetings**

**Section A:** Meetings shall occur \_\_\_\_\_ times per month.

**Section B:** Robert’s Rules of Order Revised shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

**Section C:** The rules may be suspended by \_\_\_\_\_ vote of the present membership.

**Ratification**

Ratification Date: \_\_\_\_\_

Revised \_\_\_\_\_

Current President Signature: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Sample Only - Do Not Submit