

This sample constitution is provided as a format for actual student organization constitutions. Actual constitutions may be expanded or abbreviated as needed but should meet all requirements for being a student organization as specified in the RSO Policy Guide. Constitutions are valid for 3 years. Any RSO with a constitution nearing its expiration will be prompted to upload a current constitution via the online registration process. However, any RSO may update their constitution during registration if they wish. Constitutions must be in an acceptable format to upload: Word (.doc/docx), Portable File Documents (.pdf), Text (.txt), or Rich Text Format (.rtf).

Sample Student Org Constitution

Article I – Name

Section 1 The name of this organization shall be (provide actual name which will be used for all business conducted). You **may not** use “University of Washington” at the beginning of your name or “of the University of Washington” at the end of your name. You may use “At the University of Washington” or “UW Chapter” at the end of your club’s name.

Article II – Purpose

Section 1 It shall be the purpose of this organization to (*promote, organization, recognize, etc.*).

Article III – Affiliations

Section 1 (**NOTE:** *Affiliation with national, regional, other groups and specify what the relationship is between local UW group and other groups.*)

Article IV – Membership

Section 1 The majority of the membership of this organization shall consist of regularly enrolled undergraduate and graduate students of the University of Washington. Only those members who are currently registered University of Washington students have voting privileges. (**NOTE:** *A clause to this effect must be included in every group’s constitution.*)

Section 2 Associate Members? University staff and faculty, and non-University persons may have associate membership status. However, they may not have voting privileges. (**NOTE:** *This section must be added if your organization allows non-University of Washington students to be members.*)

Section 3 Eligibility requirements (*Grade point average, special qualifications, etc., may be used for eligibility but cannot be based on illegal discrimination.*)

Article V – Officers

Section 1 The officers of this organization shall consist of: (*State the number of officers, their titles, and duties. Officers shall be registered University of Washington students only.*).

Section 2 Qualifications for each office, if any.

Section 3 Term of Office. (*One year from October 1 to September 30, etc. Elections should be held before the term expires.*)

Section 4 Provisions for removal of an officer.

Article VI – Elections

Section 1 Selection of officers shall be held (*Provide the month of elections, specify who will inform the membership of the election meetings and the method of notification. A provision should be made about the amount of time required to provide advance notice of the election meetings to the membership.*)

Section 2 Procedures for filling vacancies.

Section 3 Procedures for voting. (*How will the group vote? What percentage will constitute a majority?*)

Article VII – Meetings

Section 1 Regular meetings of this organization shall be held (*monthly, bimonthly, etc. Specify who*

shall have the responsibility to notify members of the meeting and the method of notifications to be utilized, i.e., The Daily, mail, email, club website or prior meeting. Do you wish to meet during quarter breaks? Summer quarter?)

Section 2 A quorum shall consist of (X) voting members or a percentage of voting members present at any regular or special meeting. *(A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization.)*

Article VIII – Executive Board

Section 1 Management of this organization shall be vested in a board of directors, advisory council, executive board, etc.

Section 2 The *(board, council, etc.)* shall consist of: *(1 chairperson, 2 vice-chairpersons, etc. State the number of positions and their titles.)*.

Section 3 Powers and duties of each position.

Section 4 State whether there will be reports to membership from the *(board, council, etc.)*. If so, will the reports be yearly, quarterly, etc.?

Article IX – Advisers, Sponsors (Optional)

Section 1 There shall be *(1, 2, or more)* faculty, staff advisers or sponsors who shall be ex-officio members with ***no voting privileges***.

Section 2 Method of selecting advisers or sponsor.

Section 3 Duties or responsibilities of adviser or sponsor.

Article X– Committees (Optional)

Section 1 Standing committees: *(composition, appointment, function, powers and duties, such as membership, financing, publicity, etc.)*

Section 2 Appointment of committees by *(president, chairperson, council, etc.)*.

Article XI – Dues (Optional)

Section 1 Members shall pay dues in the amount of (X) on a monthly, quarterly, yearly basis. *(Specify who shall have responsibility for maintenance of the account.)*

Section 2 Provision for accounting procedures of membership monies. *(Procedures for allocating funds, maintenance of bank accounts, notification to incoming officers of accounts' presence, etc.)*

Article XII – Constitutional Amendments

Section 1 The constitution may be amended by a vote of *(two-thirds, three-quarters)* majority membership at any regular or special meeting.

Section 2 Provision for advance notice of amendment.

Article XIII – Bylaws (Optional)

Section 1 Method for adoption.

Section 2 Method for amendment or revision.

Section 3 Roberts Rules of Order or Sturgis Code of Parliamentary Procedure (latest edition) shall govern meetings of this organization within the requirements of this constitution and bylaws adopted by the membership of this organization.

APPROVAL / AMENDED DATE REQUIRED