

**Constitution Template**

This document serves as a template for RSOs at the University of Illinois at Urbana-Champaign. While constitutions can take many different forms, this is one that will help RSOs create/update a constitution that provides direction for the RSO.

 As a guide, you will notice that there is Navy text and Orange text. Navy text indicates a suggestion, definitions, or reminder from our office to you. Orange text serves as examples of things that might want to include. Both Navy and Orange text can be adjusted to match and fit the needs of your RSO.

 Lastly, prior to submitting your constitution with your registration, you ***must*** delete this page and fill in or delete any Navy and Orange sections. Failure to do so will result in your registration being denied and returned to you for corrections.

 We hope this helps you and your RSO create a meaningful constitution that will provide direction and support for your RSO.

Go Illini!

Student Org Development and Admin Team

**[RSO NAME] Constitution**

**Article I: Name & Mission**

A: Name- **[Full RSO NAME] \*If applicable, include RSO nickname or acronym\* University of Illinois at Urban Champaign, UIUC or Illini can be before the RSO name, it MUST be after the RSO name.**

B: Mission- the **[RSO]** serves as the/to **[insert mission or purpose of the RSO] \*RSO mission should describe what the RSO will provide/offer to students and campus. Why does this RSO exist?\***

**Article II: Membership**

A: Eligibility- In order to be a member of **[RSO]….** **[Fill in eligibility requirement] \*Eligibility in an RSO is limited to currently enrolled UIUC Students. If the RSO has a selection process for membership, please describe that in this section. Please note the University’s** [**non-discrimination policy**](https://oae.illinois.edu/discrimination-and-harrassment-prevention.html) **when considering selection\***

 B: Participation- Every member is expected be a professional ambassador and to take a participatory role with **[RSO]** business including, but not limited to the following:

1. Attendance
2. Promotional & Marketing Efforts (Tabling, Chalking, Marketing Input etc.)
3. Workshops & Presentations
4. Selection Meetings (The reading of applications and selecting replacements)
5. Conducting Consulting/Office hours

C: Responsibility-

1. Members MUST maintain fairness and equality in allocation of RSO funds
2. Members MUST make recommendations on items deemed for the good of the RSO

D: Membership Benefits- Members of **[RSO]** will have the following benefits within the organization:

1. Voting Rights
2. Ability to travel with RSO
3. Free admission to RSO events

E: Violation Procedures- To be an active and productive member of **[RSO]** is crucial to the success of the organization and as such; any violation or disruption to that productivity such as missing meetings or not actively helping to promote **[RSO]** will result in the following:

1. One Unexcused absence and then probation for a determined amount of time by the board
2. After two unexcused absences from **[RSO]** activities (including missing a committee and/or special meeting, not participating in appointed or scheduled outreach, etc.) members will be removed.

**Article III: Officers**

A: Officers- The Officers of **[RSO]** shall be a President, Vice-President, Treasurer, Secretary, & Membership Director. \*These titles are required on the SODA Roster submitted via registration and maintained on Involved@Illinois but are not required to be used in this document\*

B: Eligibility- Officers must be the following:

1. Students (Full or Part Time)
2. Member for at least 1 year
3. Commit to a 1-year term
4. Served at least 1 academic year as a student at the University of Illinois.

C: Election- The officers shall be elected by ballot at the last meeting of the spring semester by a majority of a vote cast for that office.

D: Term- The officers shall serve for one year and their term of office and will begin at the commencement of the fall semester.

E: Vacancy- If a vacancy occurs in the office of the President, the Vice President shall assume the office for the remainder of the term and vacancies of the Vice President position shall be filled by special election.

**Article IV: Duties of Officers**

A**:** President**:**

1. Preside over the meetings
2. Create agenda for meetings
3. Vote only in the case of a tie
4. Represent the Organization (i.e., Participate in Quad Day, RSO Fairs and other events to represent the organization)
5. Assist the “advisor” with planning and implementing [RSO] training
6. Uphold and keep abreast on the Policies & Procedures of [RSO]
7. Appoint committee chairpersons
8. Set up and keep 1 to 1 meeting with the Advisor
9. Perform such other duties as ordinarily pertaining to this organization

B: Vice President:

1. Preside in the absence of the President
2. Serve as chairperson of appointed committees (research, marketing, program)
3. Uphold and keep abreast on the Policies & Procedures of **[RSO]**
4. Plan and execute programs & workshops implemented by **[RSO]**
5. Set and keep 1 to 1 meeting with the Advisor
6. Perform such other duties as ordinarily pertaining to this organization

C: Secretary:

1. Record the minutes of all meetings
2. Keep a file of the Organization’s Records (including By Laws)
3. Issue notices of meetings and conduct the general correspondence of the Organization
4. Represent the Organization (i.e., Participate in Quad Day, RSO Fairs and other events to represent **[RSO]**)
5. Uphold and keep abreast on the Policies & Procedures of **[RSO]**
6. Collect and keep committee reports
7. Set and keep 1 to 1 meeting with the Advisor
8. Perform such other duties as ordinarily pertaining to this organization

D: Treasurer:

1. Keep an accurate budget for **[RSO]**
2. Serve as the primary signatory on financial accounts
3. Collects Organization dues
4. Pays Organization bills
5. Maintains a financial history of the organization
6. Provide advisor with summary of financial records at the end of the academic year
7. Set and keep 1 to 1 meeting with the Advisor
8. Perform such other duties as ordinarily pertaining to this organization

E: Membership Director:

1. Promote **[RSO]** to increase knowledge and visibility
2. Serve as the Social Media Administrator (Facebook, Instagram, Snapchat etc.)
3. Use creative ways to spread the word about **[RSO]**
4. Represent the Organization (i.e., Participate in Quad Day, RSO Fairs and other events to represent **[RSO]**)
5. Uphold and keep abreast on the Policies & Procedures of **[RSO]**
6. Set and keep 1 to 1 meeting with the Advisor
7. Perform such other duties as ordinarily pertaining to this organization

**Article V: [RSO] Meetings**

A: Meeting types. **[RSO]** will host two types of meetings:

1. Executive Meetings- Regular meetings held **[Time-Indicated]** during the regular school year for executives only
2. General Body Meetings- Regular meetings held **[Time-Indicated]** during the regular school year for all members

B: Quorum- A quorum shall consist of **[determined by organization]** of the membership. **\*Often times listed as 2/3 of total members, but can also be 50% +1 of total members present and voting\***

C: Parliamentary Authority- Robert’s Rules of Orders shall govern the club in all cases to which they are applicable and in which they are not inconsistent with this constitution.

**Article VI: Advisor**

**A: Selection-** The Advisor for **[RSO]** shall be selected from the faculty/staff of **[University Department]**

**B: Duties-** The responsibilities of the advisor shall be to:

1. Maintain an awareness of the activities and programs sponsored by the Organization.
2. Meet on a regular basis with **[RSO MEMBERS]** to discuss upcoming meetings, long range plans, goals, and problems of the club.
3. Attend regular meetings, executive board meetings as often as schedule allows.
4. Assist in the orientation of new officers.
5. Explain and clarify campus policy and procedures that apply to the RSO.
6. Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
7. Inform **[RSO]** members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

**Article VII: University Compliance**

**A: Title IX Compliance:** The **[RSO]** will comply with Title IX mandates regarding membership selection ensuring that discrimination does not occur. \*The University of Illinois nondiscrimination policy can be found [here](https://oae.illinois.edu/discrimination-and-harrassment-prevention.html).\*

**B: Clery Act Compliance:** The **[RSO]** will comply with the Clery Act and report all crimes that are witnessed, on or off campus, to the University of Illinois Police Department.

**C: Anti-Hazing Statement:** The **[RSO]** understands that the University defines Hazing as an act that endangers the mental or physical health or safety of any person OR that defaces, destroys, or removes public or private property, for the purpose of initiation into, admission into, affiliation with, or continued membership in, any group or organization.​ The **[RSO]** will not participate in, sponsor, or condone any acts of hazing.

**D: Foreign Influence Compliance:** The **[RSO]** will comply with all local, state, and federal laws regarding foreign influence via financial or general support.

**Article VIII: Amendments**

**A:** This constitution may be amended by a two-thirds (2/3) majority vote of the total membership.

**B: Notice-** All members shall receive advance notice of the proposed amendment at least five (5) days before the meeting.