

Student Organization Constitution Checklist

Organization Name: _____

The following is a checklist of the minimum and necessary components of any constitution for a registered student organization in the Office of Student Involvement at the University of Central Florida.

I. ORGANIZATION NAME

- _____ 1. Name of the organization and any abbreviated name or acronym, if it intends to use one.
- _____ 2. "The University of Central Florida," "UCF," or any form thereof should not be a part of the name of the organization, as per The Golden Rule.

II. MISSION AND GOALS

- _____ 1. Mission statement that is clear, precise, and definitive (generally 60 words or less). Anyone who reads the mission should understand what the organization is about and why it is in existence. If approved, this is the information that will be placed online.
- _____ 2. Philosophy, goals, and/or purpose for which the organization has been created.
- _____ 3. Following sentence in its own paragraph: "All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of The Golden Rule will supersede all requirements set forth during the creation and revision of this constitution."

III. MEMBERSHIP

- _____ 1. Student membership statement: "Student membership is limited to any student who is currently paying Activity and Service Fees and is enrolled at the University of Central Florida."
- _____ 2. Statement on non-student membership: "Affiliate membership is limited to UCF faculty, staff, alumni, and Central Florida Research Park employees."
- _____ 3. Non-discrimination statement: "No discrimination shall be made on the basis of sex*, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status."
**All groups, except those exempt by law, must have opportunities for male and female memberships. Sports organizations involving contact or competitive selection may limit participation to one sex, but must permit membership in the organization to both sexes.*
- _____ 4. Non-hazing statement: "Hazing will not be used as a condition of membership in this organization."
- _____ 5. Organizations may create more stringent, legal membership qualifications/ requirements than those listed above. This may include dues, attendance, and GPA, among others. This section is not required, and is enforced by the organization. If this is included, add: Together with Article III, Section 1, these additional requirements define what it means to be an "active student member."
- _____ 6. When recruitment takes place and when membership is open.
- _____ 7. Statement on voting rights for members (student and affiliate members): "Only active student members are eligible to vote. Affiliate members may not vote."
- _____ 8. Process by which membership would be revoked.
- _____ 9. Due process that exists for the member in question.
- _____ 10. Process by which membership would be reinstated, if possible.

IV. OFFICERS

- _____ 1. Officer eligibility statement: “Potential officers must meet the minimum eligibility requirements of active student membership. All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of The Golden Rule of the University of Central Florida. Officers who do not meet these requirements during their term shall be resigned or removed.* Additionally, only active student members are eligible for selection to an officer position. Affiliate members may not hold office.”
**It is not necessary to state the specific requirements, as The Golden Rule is changed periodically.*
- _____ 2. Organizations may create more stringent, legal officer qualifications/ requirements than those listed above. This may include attendance and GPA (greater than a 2.5), among others. This section is not required, and is enforced by the organization.
- _____ 3. At least two officers and their titles (generally includes a President, Vice President, Treasurer, and Secretary).
- _____ 4. Ranking of officer positions (for the purposes of succession).
- _____ 5. Statement on whether an officer can hold more than one position concurrently. If allowed, explain circumstances.
- _____ 6. Officer duties (MUST include Treasurer duties even if no Treasurer). If the organization has more than the four typical officers, duties must be added for each additional position.
- _____ 7. Statement on voting rights of officers. It is strongly recommended that the President only vote in the event of a tie.
- _____ 8. Length for the term of office (may not exceed one year).

V. SELECTION OF OFFICERS

- _____ 1. Officer selection must take place at least once per academic year.
- _____ 2. Who will run the nominations/elections process.
- _____ 3. Nomination procedure if utilizing elections, rather than an application and/or interview process.
- _____ 4. Election/selection process. If an election process, include: __when, __where, __order of elections, __order of speeches, and how the votes are to be __cast, __counted, and __announced.
- _____ 5. Statement on absentee ballots or proxy ballots for nominations AND elections.
- _____ 6. Vote count required to elect/select an officer.
- _____ 7. Statement on the run-off process.
- _____ 8. Statement that addresses the issue of a tie.
- _____ 9. When newly selected officers shall take office.
- _____ 10. Whether officers can be re-elected (if so, explain).

VI. OFFICER VACANCIES

- _____ 1. Process by which officers are removed from office and vote required to approve the removal (recommend 2/3 vote).
- _____ 2. Due process that exists for the officer in question.
- _____ 3. Proper procedure if an officer chooses to resign.
- _____ 4. Process by which vacancies are filled and how the decision is made to fill or not fill the vacancy. In the event of a presidential vacancy, some organizations may choose to move the vice president into the position and select a new vice president.
- _____ 5. Term of the replacement officer (generally the remainder of the current term).

VII. MEETINGS

- _____ 1. Types of meetings (e.g. Officer and Membership meetings). Including _____ when/how often they occur, _____ who attends, and _____ who can vote in each. Explain the three items listed below for EACH type of meeting.
- _____ 2. Quorum requirements to officially conduct and approve business of the organization (at least a majority of members/officers).
- _____ 3. How and by whom meetings can be called and what kind of notice is required.
- _____ 4. Statement on what procedures will be used to conduct meetings (e.g., Robert's Rules of Order).

VIII. ADVISOR

- _____ 1. Nomination and selection process for advisors (at least one advisor **MUST** be a contracted UCF employee) as defined by Human Resources.
- _____ 2. Role, responsibility, duties, and authority of advisor (no voting rights).
- _____ 3. Length of term of advisor (can be for an unspecified amount of time).
- _____ 4. Process by which an advisor is removed and the vote required to approve the removal. Due process that exists for the advisor in question is recommended.
- _____ 5. Replacement statement: "In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days."

IX. FINANCES (Include this section, even if not charging dues)

- _____ 1. Any membership dues, including amount and frequency of payments.
- _____ 2. Exemption from paying dues, if applicable.
- _____ 3. Include a policy on refunds (could be that no refunds will be given).
- _____ 4. Budget approval process.
- _____ 5. Two authorized signatures required for every financial transaction (protects the organization and the individual).
- _____ 6. Which members have authority to spend organization's money.
- _____ 7. Limitation on how funds may be spent. Include this sentence: "Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws."
- _____ 8. Statement on deposits: "All funds must be deposited within 24 business hours after collection."
- _____ 9. Procedure from outgoing to incoming officers, so that signature authority may be transferred from one administration to the next.
- _____ 10. Provision for the disposition of funds remaining in the event of the dissolution of the group. This should include contact information. Money CANNOT be split amongst remaining members and/or officers.

X. EXTERNAL AFFILIATIONS (if applicable)

- _____ 1. Any external affiliation with a national, regional, or local governing body/parent/corporate organization must be stated in the constitution.
- _____ 2. Specify how the organization relates to the external affiliates and the requirements of that relationship.
- _____ 3. Include the following regarding conflicts in the constitution: "The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and University of Central Florida."
- _____ 4. The affiliate's constitution and bylaws must be submitted.
- _____ 5. A letter of support for the formation of the group must be submitted from the affiliate.

XI. COMMITTEES (if applicable)

- _____ 1. Discuss any standing and special committees (formation, selection, powers, membership, chairperson selection, and duties).
- _____ 2. Discuss the roles and responsibilities of committee chairpersons.

XII. PUBLICATIONS AND ADVERTISING

- _____ 1. Include this sentence regarding publications (any form of advertising):
All publications of the organization must comply with the Golden Rule “Advertising” and “Misuse or Infringement of University’s Names or Marks” sections, Event Policies, Student Union and other building guidelines, and the UCF University Marketing Graphic Standards.
- _____ 2. Specify how the publications shall be formally approved by the organization.

XIII. RATIFICATION AND EMPOWERMENT

- _____ 1. Necessary approval needed for the constitution to be ratified.
- _____ 2. State when the constitution will take effect.

XIV. AMENDMENTS

- _____ 1. Must include the means to approve amendments.
- _____ 2. Must include the required vote for amending the constitution (recommend 2/3 vote).

HISTORY

- _____ 1. Must include the date of creation.
- _____ 2. Must include all dates of revision, AFTER initial approval.