

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 UCF Office of Student Involvement.

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 30 words or less). Anyone who reads the mission should understand its purpose and why it is in existence. If approved, this is the information that will be placed online.
- _____ 2. Organizational philosophy and/or goals
- _____ 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. In addition, the most recent version of Robert's Rules of Order shall be the authority over those questions which have not been specified by university regulations or this constitution. Within this constitution, a majority shall be defined as "more than 50%."

III. MEMBERSHIP

- _____ 1. Membership statement: "Membership in this organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the University of Central Florida."
- _____ 2. Statement on non-student membership (only if allowed by national by-laws): "Non-student membership is limited only to UCF employees, as per the national affiliate."
- _____ 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 allowed as a condition of membership in this organization."
- _____ 5. Organizations should create at least one legal criterion for membership, beyond being enrolled at UCF. This could include dues, attendance, and GPA, among others. 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 non-student members, if applicable): "Only active student members are eligible to vote." If non-student members are allowed, as per the national affiliate, add: "Non-student 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 (Article III, Sections 1 and 2). 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.*
**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 than those listed above. This could include prior attendance, major, and GPA (greater than a 2.5), among others. This is what would be required for a member to be eligible to run for and maintain a position. This section is not required, and is enforced by the organization.
- _____ 3. Organizations may create requirements of the officers, which they must maintain after installation and throughout their term. This could include attendance at meetings and monthly reports, among others. This section is not required, and is enforced by the organization.
- _____ 4. At least two officers and their titles (generally includes a President, Vice President, Treasurer, and Secretary).
- _____ 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. Provisions for the announcement of elections.
- _____ 2. Officer selection must take place at least once per academic year.
- _____ 3. Who will run the nominations/elections process.
- _____ 4. Nomination procedure if utilizing elections, rather than an application and/or interview process.
- _____ 5. 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.
- _____ 6. Statement on absentee ballots and proxy ballots for nominations AND elections.
- _____ 7. Vote count required to elect/select an officer.
- _____ 8. Statement on the run-off process.
- _____ 9. Statement that addresses the issue of a tie.
- _____ 10. When newly selected officers shall take office.
- _____ 11. 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, _____ who can vote in each, and _____ the vote count required to pass a motion. 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. If the organization has an affiliate, distinguish between chapter dues and affiliate dues.
- _____ 2. Exemption from paying dues, if applicable. If there are non-student members, state if they are expected to pay chapter dues.
- _____ 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.
- _____ 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. Deposit info: "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

- _____1. Include the following statement: “Committees may be formed by a vote of officers or active student members. At the time of formation, the process for committee member selection, chair selection, and committee and chair responsibilities must also be approved. Committees may be dissolved by a vote of officers or active student members.

XII. PUBLICATIONS AND ADVERTISING

- _____1. Include this sentence regarding publications (any form of advertising):
All graphics and publicity 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. RISK MANAGEMENT (if applicable)

- _____1. Some organizations, as a result of a high degree of risk involved, will be required by the Office of Student Involvement to include a risk management section. If this is required, OSI will provide sample wording to be input in this (and other) Articles.

XV. 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.