



# Sample RSO Constitution

Use this sample constitution to help draft each section of your organization’s constitution. Format this page however you want. There is plenty of room for originality and creativity.

All information listed is required, but can be reworded with the exceptions of The Anti-Hazing Guidelines, the Jurisdiction and the Anti- Discrimination Policy.

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## Article 1: RSO Name

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The name of this RSO shall be (insert RSO name).

No two RSO may have the same name.

## Article 2: RSO Purpose

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Please state the purpose of the organization, no two RSOs may have the same purpose.

The purpose of (insert RSO name) is to (purpose).

## Article 3: Membership

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### Section 3.01: Anti-Discrimination Policy

General membership of this club will be open to all currently enrolled UNF students. No student may be denied membership to (insert RSO name) on the basis of race, color, creed, religion, gender, gender identity/expression, age, sexual orientation, national origin, marital status, parental status, veteran status, disability or any combination thereof.

### Section 3.02: Other Requirements

Be sure to include any major or GPA requirements. Delete this if your RSO is open to ALL students, regardless of GPA, or major.

## Article 4: Finances

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### Section 4.01: Finances – please explain your RSO’s finances.

If your RSO fundraises, receives donations/sponsorships, be sure to include that. If your RSO charges dues, membership fees or payment that grants you access to a national organization, be sure to specify how much members are expected to pay and when. If your RSO has a bank account (on campus or a national bank account), be sure to include that and who will be the authorized signers for monetary transactions.

## Article 5: Officers

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An RSO can have various officer positions in addition to the president and treasurer. (E.g. secretary, Vice president).

### Section 5.01: Requirements

All officers will be currently enrolled A&S fee paying students at the University of North Florida.

## Section 5.02: Title and Duties

Please state the title and duties of the officers of the RSO.

## Section 5.03: Advisor

The RSO advisor shall be a full-time faculty or staff member of the University of North Florida.

## Section 5.02: President

The President is the official representative between (insert RSO name) and Club Alliance.

## Section 5.03: Treasurer

The Treasurer will be considered the financial representative of (insert RSO name).

They shall receive all monies and pay all bills of the RSO.

They must keep all financial records of the RSO, and shall file all forms regarding finances.

The Treasurer is required to turn over all financial records to their successor at the end of their term.

## Section 5.04: Vacancies

If vacancies occur in an officer position that position will be filled by (special process) held at the next open meeting.

# Article 6: Selection of Officers

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## Section 6.01: Election Process

Officers will be elected by (voting process).

Elections will be held in (month or semester).

## Section 6.02: Nomination Process

Nominations shall take place in (month or semester).

Installation of officers will take place in (month or semester).

Officers will serve in their positions (a semester, one calendar year).

# Article 7: Removal of Officers and Disruptive Members

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## Section 7.01: Officer Removal

Officers who do not fulfill their duties shall be impeached and removed from their current position.

An officer's impeachment shall be determined by (voting process).

## Section 7.02: Disruptive Members

The removal of disruptive members shall be voted on by (voting process).

After approval, the Advisor has the ultimate decision to dismiss the disruptive member from the RSO.

## Article 8: Meetings

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### Section 8.01: Standard Meetings

Standard meetings shall be held (frequency).

## Article 9: Anti-Hazing Guidelines

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(insert RSO name) will not conspire to engage in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, mental harm, personal degradation or disgrace to any fellow student or person. Hazing is defined as any action/activity of any group or individual which recklessly, or intentionally, endangers the mental or physical health or safety of a student for the purposes including, but not limited to, initiation or admission into, or affiliation with any organization operating under that sanction of the University.

## Article 10: Jurisdiction

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(Insert RSO name) is subject, as a registered student organization, to the rules, regulations, and policies of UNF and the laws of the State of Florida. The rules, regulations and policies of UNF shall hold precedence over any and all rules, regulations, and policies applying to (insert RSO name), including those of national organizations with which (insert RSO name) is associated.

## Article 11: Amendments

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### Section 11.01: Process

Amendments to this constitution shall be ratified by (voting process).

Please include the revision date of constitution (e.g. revised 07/03/17)

Revised 7/14/17