

**STUDENT ORGANIZATION CONSTITUTION REQUIREMENTS
2017-2018**

To register and maintain active status as a student organization at the University of Florida, the organization must submit a current constitution for review and approval by the Department of Student Activities and Involvement (SAI). In addition, organizations are required to provide SAI with an updated constitution if amendments, or changes, are made outside the registration period. In order to be considered for approval, the student organization constitution must comply with the following format, including the exact sequence of articles and verbatim language (as indicated below).

The purpose of the student organization constitution is to demonstrate compliance with certain University of Florida Regulations, and to identify characteristics of the organization, its governance structure, and general operating parameters, processes, and guidelines. The following outline provides the exact sequence of mandatory articles and verbatim language required for specific articles. Please note that details for each article, as defined by the organization, will need to be provided where indicated. Examples are provided with each article.

Verbatim Language is indicated in BLUE

ARTICLE I. NAME OF ORGANIZATION

The name of the organization should be:

- Unique from any other currently registered student organization
- Should reflect the nature and activities of the organization
- Any organization abbreviations or acronyms must be formally referenced in this article.
- **Use of “University of Florida” or “UF” as part of the organization name is prohibited.** At no time should the organization refer to itself as a part of UF.
- If the organization is affiliated with a local or national organization, that information must be stated in this article of the constitution.

For more information, click [here](#).

ARTICLE II. PURPOSE STATEMENT

The purpose of the organization must be clearly stated and must be unique from all other currently registered student organizations.

- Purpose that is unique to this organization
- Goals of the organization
- Function of the organization

For more information, click [here](#).

ARTICLE III. COMPLIANCE STATEMENT

Upon approval by the Department of Student Activities and Involvement, *[name of organization]* shall be a registered student organization at the University of Florida. *[Name of organization]* shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV. UNIVERSITY REGULATIONS

In order to be registered, student organizations must comply with the University of Florida’s Non-Discrimination, Sexual Harassment, and Hazing Policies. Constitutions must include the verbatim sections below. A student organization whose primary purpose is religious will not be denied registration as a Registered Student Organization on the ground that it

limits membership or leadership positions to students who share the religious beliefs of the organization. The University has determined that this accommodation of religious belief does not violate its Non-Discrimination policy.

Section A. Non-Discrimination

[*Name of organization*] agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B. Sexual Harassment

[*Name of organization*] agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking.

Section C. Hazing

[*Name of organization*] agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section D. Responsibility to Report

If this organization becomes aware of any such conduct described in this article, [*Name of organization*] will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University's Title IX Coordinator.

ARTICLE V. MEMBERSHIP

Additional stipulations regarding active membership (e.g. attendance requirements, etc.) should be addressed in a separate article AFTER Article X. The following language, and no additional information about membership, should appear verbatim for Article V.

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE VI. OFFICERS

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. Student organizations are encouraged to consider higher requirements if appropriate for their specific group. Please refer to Section 6C1-4.003 of the University of Florida Regulations for a comprehensive list of eligibility requirements. This article must contain the following information:

- Clearly note which officers are elected and which are appointed
- Titles of elected organization officers
- Titles of appointed organization officers (including appointment process – e.g. appointed by whom?)
- Term of office (academic or calendar year)
- General duties of each officer
- Impeachment procedure
- Procedures for handling other vacancies (e.g. resignations, officer ineligibility, or similar occurrences)

For more information, click [here](#).

ARTICLE VII. ELECTIONS

This article must contain the following information:

- Criteria for officer eligibility
- Nomination timeline and process (not more than a month before elections)
- Balloting procedures
- Specific month of elections
- Election rules and procedures (including required margin of victory and must include membership in election process)
- Run-off procedures in the event of a tie (including required margin of victory, must include membership in run-off process)

ARTICLE VIII. STUDENT ORGANIZATION ADVISOR

Each registered student organization must have a student organization advisor. The student organization advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The student organization advisor must be a full-time, salaried faculty or staff member not on leave during his or her advisor term. This article must include:

- Duties and responsibilities
- Selection method and margin of selection (must include membership in selection process)
- Term (one year with opportunity to be reappointed is encouraged)
- Process of replacement for student organization advisor (must include membership in replacement process)

For more information, click [here](#).

ARTICLE IX. FINANCE

This article must include information about how the organization will be funded. *NOTE: In accordance with Student Government guidelines, any organization seeking or receiving funding from Student Government is precluded from collecting membership dues. Registered student organizations seeking funding from Student Government must apply each year, and funding is not guaranteed.*

If an organization requires membership fees, please include:

- Maximum dollar amount and/or other financial obligations of members
- When payment is due

If an organization does not require membership fees or other financial obligations, please include:

- How you will raise funds (e.g. carwashes)
- Intended use of money raised (e.g. t-shirts, conference registration, travel)
- Who is expected to participate in the fund raising activities (e.g. members)
- If your organization will apply for Student Government funding

For more information, click [here](#).

ARTICLE X. DISSOLUTION OF ORGANIZATION

Requirements and procedures for the dissolution of the student organization must be stated in this article.

- Should any organization assets and/or debts exist, appropriate means for disposing of these assets and/or debts must be specified clearly and unequivocally.
- A specific charity must be designated as the recipient of any remaining assets at the dissolution of the organization.
- Nothing may be left to an individual nor another registered organization.

For more information, click [here](#).

ARTICLE XI... (If deemed necessary by the organization)

Any articles the organization wishes to include to further clarify policies and procedures not included in previous articles may be added here. There is no limit on the number of additional articles that may be included. Most organizations benefit from creating a separate bylaws document to outline their day to day operating procedures instead of incorporating them into their constitution.

ARTICLE (Insert appropriate number for FINAL article): AMENDMENTS TO CONSTITUTION

All constitutions must conclude with this article. The article must include:

- Process for amending the organization's constitution
- Who can propose an amendment and to whom do they propose it to
- Necessary vote to approve the change(s)
- All amended constitutions must immediately be submitted directly to the Department of Student Activities and Involvement for review and approval.

For more information, click [here](#).