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 the SAI with an updated constitution if 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
Examples are indicated in ORANGE

ARTICLE I. NAME OF ORGANIZATION
The name of the organization should be unique from any other currently registered student organization and should reflect the nature and activities of the organization. In addition, 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.

*Example:*
The name of this organization is Blue Leaders. This organization will utilize the acronym BLDS in all publicity materials and correspondence. Blue Leaders is affiliated with [affiliate organization (if applicable)] operating in [city, state]. The website of [affiliate organization] is [www.affiliate organization].

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

*Example 1:*
Blue Leaders is established for the purpose of developing leadership skills and to encourage UF students to participate in community service projects such as voter registration.

*Example 2:*
The purpose of Blue Leaders is to explore and promote academic and career issues related to leadership and to help those interested in leadership to get to know one another outside the classroom.
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. GPA requirements, 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: titles of elected organization officers; titles of appointed organization officers (including appointment process – e.g. appointed by whom?); term of office; the general duties of each officer; and the procedures for handling vacancies (e.g. resignations, officer ineligibility, impeachments, or similar occurrences).
Example:

**Section A:** The elected officers of Blue Leaders shall be President, Vice-President, and Treasurer.

Part 1: The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees.

Part 2: The Vice-President shall serve as an aide to the President and shall perform the duties of the President in her/his absence or inability to serve.

Part 3: The Treasurer shall receive all monies of Blue Leaders; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The Treasurer shall present a financial statement at every meeting of Blue Leaders and at other times when requested by the President or Vice President.

**Section B:** The appointed officer of Blue Leaders shall be Secretary.

Part 1: The Secretary shall be appointed by the Vice President.

Part 2: The Secretary shall record the minutes of all meetings of Blue Leaders and shall perform other duties as may be delegated.

**Section C:** Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed.

**Section D:** Any officer of Blue Leaders may be removed from office through the following process:

Part 1: A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.

Part 2: A two thirds majority vote of members present is necessary to remove the officer.

Part 3: In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.

**ARTICLE VII. ELECTIONS**

This article must contain the following information: the month of elections; officer eligibility; the nomination process; balloting procedures; election rules and procedures (including required margin of victory); and run-off procedures in the event of a tie.

Example:
Nominations for all officers will take place annually from the members starting in January. Any member may nominate any other voting member, including himself or herself. Nominations may also be made during the election meeting prior to closing of nominations. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office. Elections should take place in late March to early April to allow for turnover between old and new board.

**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: the selection method; term; duties and responsibilities; and process of replacement for student organization advisors.
Example:
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 should attend executive and general meetings; however, the student organization advisor may not vote in any Blue Leaders matters. The student organization advisor shall be nominated by the officers and confirmed by a majority vote of the members. The student organization advisor will serve a term of one (1) academic year. In the event that the student organization advisor is unable to continue in their position, officers may nominate a replacement at any time, to be confirmed by a majority vote of the members.

ARTICLE IX.   FINANCE
This article must include information about how the organization will be funded. If an organization requires membership dues, the maximum dollar amount and/or other financial obligations of members, as well as when payment is due, must be clearly stated in this article. If an organization does not require membership fees or other financial obligations, a statement to that effect should be included in this article.

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.

Example 1:
Blue Leaders will be funded through the collection of annual membership dues in the amount of $100 to be paid during the month of September. This fee covers the cost of t-shirts, travel to leadership conferences, and other operational expenses of the organization.

Example 2:
Blue Leaders will not require membership dues; however, it will raise funds through carwashes and similar activities, for t-shirts, travel to leadership conferences, and other operational expenses of the organization. Members are expected to participate in these fundraising activities. Blue Leaders will also apply for Student Government funding.

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.

Example: In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to “Name of charitable organization.”

ARTICLE XI....
(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.)

ARTICLE (Insert appropriate number for FINAL article):   AMENDMENTS TO CONSTITUTION
All constitutions must conclude with this article. The article must include: the process for amending the organization’s constitution; and the 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.

Example: Amendments to this constitution may be made at any regular meeting of Blue Leaders provided notice of the proposed amendment was given one week prior to a vote. Amendments require a two-thirds vote of the voting members in attendance at the meeting, and are subject to final approval by the Department of Student Activities and Involvement.