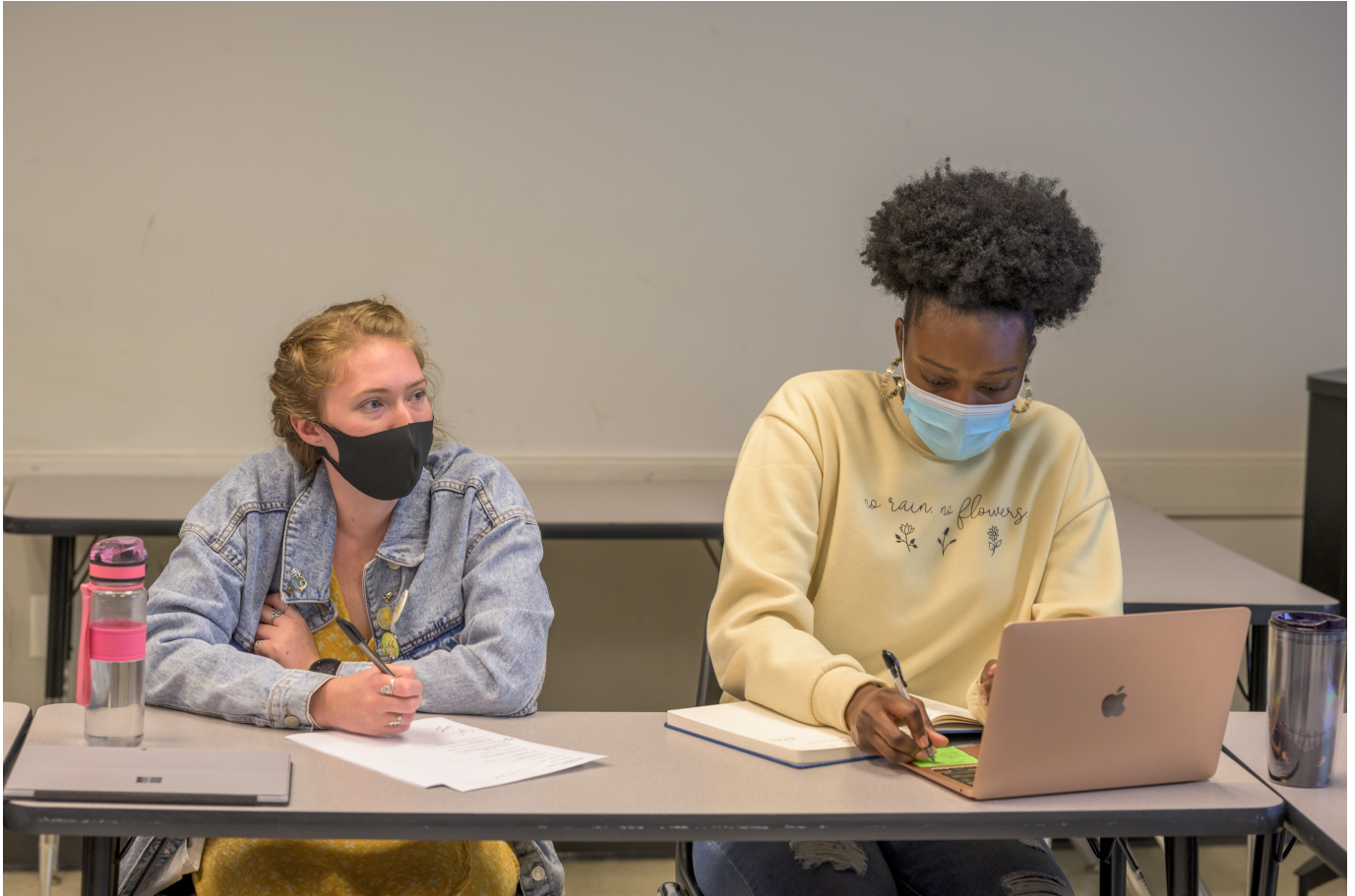


# How To Write a Student Group Constitution



The below are recommended articles to include into your group's constitution. **Required articles are indicated by \*** and have to be included before the document can be approved by the Office of Campus Activities and Programs:

## **NAME OF STUDENT GROUP**

The modifier "UNCG", while descriptive for off-campus entities, will be understood on campus. You may include common nick- names or abbreviations of your group, if any.

### **ARTICLE 1: STATEMENT OF PURPOSE/MISSION\***

- Clearly state your group's goals, programs and/or ideals.
- The student group's constitution must not violate The University of North Carolina at Greensboro's Policies and Procedures or Student Code of Conduct. It must also be in compliance with all local, state and national existing policies, statutes or laws and be reflective of the University's mission and goals.

### **ARTICLE 2: NON-DISCRIMINATION CLAUSE\***

- Student groups must have the following non-discrimination clause in their constitutions. If this statement is not included, groups will not be granted approval status
- "[GROUP NAME] will not tolerate any discrimination against or harassment of persons on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, political affiliation, genetic information, veteran status, disabling condition, or age."

### **ARTICLE 3: MEMBERSHIP REQUIREMENTS**

- One hundred percent of membership must be composed of currently enrolled UNCG students and must be inclusive of Title IX requirements detailed in this manual.
- A non-discrimination policy or statement must be included in the constitution.
- Are there academic requirements to be a member?
- Are there obligations of membership such as meetings, paying dues, attending programs?
- Are members required to sign a statement of belief or faith?
- How and for what reasons is a member removed? It is important that due process be preserved in any membership reviews and removals, including officers.

### **ARTICLE 4: HEAD OFFICER\***

Each group must have a designated head officer. All official communications from the Office of Campus Activities & Programs to the student group will go to the head officer. The Head Officer must have and maintain a minimum 2.5 cumulative GPA and be a full-time student while in office. Full-time is defined as being enrolled in a minimum of twelve (12) undergraduate or nine (9) graduate credit hours. The group may choose to increase this academic requirement; this is a minimum set by the University. The Head Officer must be also be recognized as a member of the group and be in good standing with the group and the University.

- What are the duties of the head officer?
- What is the term of office?
- What procedure is to be followed in the event of a vacancy?
- How may an officer be removed? It is important that due process be preserved in any membership reviews and removals, including officers.

## **ARTICLE 5: ADVISORS**

- What is the role of the advisor in the group?
- How are advisors selected? How are advisors terminated? What is the term of office and how is it renewed?
- Are there advisors from off-campus? What are the different roles for those advisors?

## **ARTICLE 6: ELECTIONS**

- When are elections held? By what means and how far in advance will nominations and/or elections be announced?
- How are nominations made? Who is eligible to run for each office?
- If a certain GPA is required, how will it be certified, that is, who will check grades?
- What type of voting system is used?

## **ARTICLE 7: FINANCES**

- Will dues be required? If yes, how much, how often and to whom are they paid?
- What happens if a member does not pay his or her dues?
- Who is responsible for collection and disbursement of funds? Who may authorize expenditures?
- Groups are encouraged to create accounts with CAP office and NOT host off campus accounts.

## **ARTICLE 8: MEETINGS**

- How often will meetings be held? When will the first meeting of the semester be held?
- How will members be notified of such meetings?
- How will group decisions be made? Who is eligible to vote at meetings?
- What constitutes a quorum at meetings? A quorum is the absolute number of members or the percentage of members required to be in attendance for the group to conduct business.
- How will meetings be run? Will the group use parliamentary procedure (i.e. Robert's Rules of Order) or another method? Who is responsible for enforcing?
- How will records of meetings be kept? With whom will they be shared?

## **ARTICLE 9: MEMBER REMOVAL\***

In the case that a member breaks policies stated in the group's constitution and/or by-laws, groups must include verbiage for member and officer removal.

## **ARTICLE 9: AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

- What procedures will be used for amendments to be proposed, discussed, etc.?
- How will such an amendment be incorporated into the constitution? If by a vote, then by what majority, i.e. 2/3 vote, unanimous?

- If a student group wishes to make changes to their constitution, they must submit the changes in writing to the Office of Campus Activities & Programs for review. CAP has ten (10) academic days to review and approve changes. Student groups may not implement changes in their group until they have received written approval from the office.

#### **ARTICLE 10: AFFILIATION**

- What is the affiliation, if any, with local, state, national or international groups?
- What affiliations does the group have with on-campus offices or departments, or off-campus organizations?
- What is the relationship of the group to the affiliate? attends this meeting.

## **SAMPLE CONSTITUTION**

*Not all articles listed are required. Please see above for all constitution requirements*

The University of North Carolina at Greensboro (Insert Student Group Name) Constitution

#### **Article I. Group Name**

The name of this group shall be "Insert Group Name". If needed, the name can be shorted after approval by the governing council, to be used on publications and sings for specific community service projects, or however the need may arise.

#### **Article II. Purpose**

The purpose of our new group will be to "Insert Group purpose".

#### **Article III. Non-Discrimination Clause**

"[GROUP NAME] will not tolerate any discrimination against or harassment of persons on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, political affiliation, genetic information, veteran status, disabling condition, or age."

#### **Article IV. Membership & Eligibility to Vote**

The students of The University of North Carolina at Greensboro can become members of this organization simply by attending meetings. All members shall become eligible to vote for officers after attending three meetings. One hundred percent (100%) of the total membership must be composed of currently enrolled UNCG students. Members of this organization can be removed for violation of UNCG policies, for failing to meet academic requirements, for violations of the UNCG Code of Conduct. To remove a member a majority vote of the governing council is required. The requirement of being a member is attending at least one meeting per semester and signing a document stating the person's desire to become a member of this group.



## **Article V. Elections**

### *Section 1- Elections*

Elections will be held more than one month before the end of the Spring Term of a given school year. The Nominations and announcements can be made by any member. To run for any of the offices a member must have shown up to at least half of the events and meetings for any given year. To vote for future officers a member must participate in group activities, but voting rights can be taken away if the president and vice presidents unanimously agree there is just cause to do so. A week before votes are to be cast nominations and announcements for intentions to run will be given at the weekly meeting or by e-mail to the president and vice presidents. If necessary the president can allow members who seek to run to give speeches or address the group about their future plans for the group.

### *Section 2 – Voting*

On the day of the elections members will vote at the weekly meeting or send an e-mail to the president or vice Presidents so their ballots can be counted. Votes will be counted by 3 or more officers and results will be given within a week of the election date. In the event there is only one person running for an office they will automatically win that office with no election necessary.

### *Section 3 – Post Election Activities*

After the new officers have been told what positions they will fill the following year they will meet up with the counterpart whose position they will be filling the following year. They will have four weeks to learn the job they will be doing over the next year. The plan will function as follows:

Week 1 –The current officers will walk the officers elect through meeting the CAP (Campus Activities and Programs) Office, the Reservations Office, and all other pertinent personnel.

Week 2 – The current Officers will introduce the Officers elect to all the affiliate group leadership and all necessary digital information for running the group.

Week 3 – Officers elect will set up and prepare for running the final meeting of the semester. Week 4 – Officers elect will run the final meeting of the semester.

## **Article VI. Officers**

### *Section 1*

There will be five positions in the UNCG (Insert Group Name) group, one President, two Vice Presidents, one Secretary, and one Treasurer. The term for each officer is one complete school year. Officers will be expected to attend all meetings and participate in all group functions unless otherwise unable to attend. They will be responsible for taking the group in a direction dictated by the President.

### *Section 2*

The duties and requirements of each officer are as follows:

**President:** The president will maintain a 3.0 GPA on a 4.0 scale. The president must also be enrolled in a minimum of 12 semester hours for undergraduate students or 6 semester hours for graduate students, and must also be in good conduct standing with UNCG. The president shall be responsible for the general running of the group, attending and overseeing all meetings, creating new ideas that help accomplish the group's goals. The president is also the head officer.

**Vice Presidents:** the vice presidents will maintain a 2.75 GPA on a 4.0 scale, must also be enrolled in a minimum of 12 semester hours for undergraduate students or 6 semester hours for graduate students, and must also be in good conduct standings with UNCG. The vice presidents will maintain equal position and rank and work with each other and the president to assure the group is always moving forward with its goals and missions.

**Secretary:** The secretary will maintain a 2.75 GPA on a 4.0 scale. The secretary must also be enrolled in a minimum of 12 semester hours for undergraduate students or 6 semester hours for graduate students, and must be in good conduct standings with UNCG. The secretary will be responsible for taking minutes each meeting, having an updated agenda, and taking attendance at all meetings.

**Treasurer:** The treasurer will maintain a 2.75 GPA on a 4.0 scale. The treasurer must also be enrolled in a minimum of 12 semester hours for undergraduate students or 6 semester hours for graduate students, and must also be in good conduct standing with UNCG. The treasurer will be responsible for finances, arranging fundraising events, and organizing sponsorship.

**Governing Council:** The governing council will consist of President, Vice Presidents, Secretary, and Treasurer and will vote on most of the important business of the group.

### *Section 3*

Each individual will remain in their leadership position until removal from office, resignation, or the academic year comes to a close.

If, in the opinion of the members and governing council, the positional leader is not meeting his or her duties and responsibilities, the governing council may seek to remove this individual from the position. A member can present his or her concerns to an executive council member and show evidence that responsibilities are not being fulfilled. A member may also bring this concern to the entire membership. To remove a member from their position the request must receive two-thirds majority vote.

### **Article VII. Finances**

There will be no dues requirements for member of this group. Money will be raised through organized fundraising events coordinated by the treasurer and other members of the governing council. Expenditures can only be authorized by a vote from the governing council. The account for this

organization will be kept off campus at Wachovia/Wells Fargo.

### **Article VIII. Meetings**

Meetings will be held weekly at a given time and location, and the first meeting of the semester will be held two weeks after the semester starts. Members will be notified of all meetings via e-mail list and a Facebook group, and will be expected to attend if possible. All voting on motions or proposals will be completed by the governing council, and any member can suggest new ideas or motions for the organization. Quorum is considered to exist at meetings when at least 3 members of the governing council and half of all members are present at a meeting.

### **Article IX. Group Advisor**

#### *Section 1*

The purpose of the Advisor is to serve as a role model, facilitate learning, and assist in the efficient and effective administration of the group. They will not be in charge of the group but they will attempt to help guide us in a way that makes us more effective and beneficial to the community.

#### *Section 2*

The Advisor shall provide comprehensive advice and guidance to all members of the group as well as to students who have questions on the structure and function of the group. The Advisor shall provide information on university policies, state and federal laws, and general information about university and community affairs. As the administrative liaison for the group the advisor shall attend meetings and advise officers/senators when needed or requested to do so, facilitate communication with university faculty and administration and enforce university and group policies when necessary.

#### *Section 3*

If, in the opinion of the members and governing council, the Advisor is not meeting his or her duties and Responsibilities, the governing council may seek a new Advisor. A new advisor must be identified and agree to the duties and responsibilities of the group advisor. When a new advisor is selected, the executive council must present the new advisor to the entire membership and receive a two-thirds majority in order to approve the appointment.

### **Article X. Amendments**

Any member of the group may propose amendments to this Constitution at any meeting throughout the year. Amendments will be voted on by the governing council and will be ratified by all members required to approve.

### **Article XI. Parliamentary Procedure**

Parliamentary procedure will be loosely enforced at more meeting and Robert's Rules of Order will be used when necessary. The persons responsible for enforcing procedure at meetings will be the President and Secretary.

### **Article XII. Affiliations**

The group may have future affiliations with International, National, or State organizations but that is up to the discretion of the governing council. To be affiliated with an organization the President will require approval from at least two other members of the governing council. The relationship will be one of a symbiotic nature and this group will never take orders or be controlled by another group.

### **Article XIII. Member Removal Process**

At any time, the executive board has the right to revoke membership.

#### *Section 1.*

Any officer or general body member may be removed for the following:

- Being in violation of the group's mission, purpose, and constitution,
- Failure to fulfill duties as outlined in the constitution,
- Engaging in behavior that is in direct opposition to the constitution or the Student Code of Conduct

#### *Section 2.*

The removal process begins with a written warning from the head officer and advisor of the group. If violations continue after warning, the group's executive board will vote on membership revocation. A vote of [INCLUDE PERCENTAGE] is necessary to remove an officer or member. Written notification is required to be sent to the removed member within 1 week of vote.

### **Article XIV. Effective Date**

This document shall take effect on [Insert Date approved by Program Coordinator for Student Groups in Campus Activities and Programs].