

HOW TO WRITE A STUDENT GROUP CONSTITUTION

All of the information below must be addressed in the constitution before it 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 nicknames 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

- As of January 2020, all new 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 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: 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.