



University of Denver
Undergraduate Student Government
Student Organizations Committee



Student Organization Constitution Template

Introduction:

Dear Undergraduate Student Leaders,

Hello, from the Student Organizations Committee of the Undergraduate Student Government! We are a group of Senators within Undergraduate Student Government (USG) whose committee assignment dictates our responsibility to support, advance, and approve Registered Student Organizations (RSOs).

There are many benefits to becoming an RSO, including access to funding, the ability to reserve on-campus spaces, official promotional advantages, and access to campus resources. A constitution is your first step to becoming an RSO. Constitutions are required for RSOs. This document serves as a guiding document and outward-facing statement of the purpose and values of the organization.

This template constitution is intended to guide you in your process of becoming an RSO.

This document provides an example as to the correct formatting of a constitution that meets the standards and requirements of the University of Denver and USG.

This template may be adapted to the needs and culture of your student organization. However, the **starred** articles must be included in all student organization constitutions. Article IV: Section 1, VII, VIII, and IX MUST use the EXACT language included on this sample.

Feel free to take inspiration from this constitution as you begin or continue on your journey to help keep DU's student body involved and engaged. You, and other groups like yours, are the backbone of the student experience at DU. Remember, your friends at the Office of Student Engagement and your representatives in USG and on our Committee are here to help! To view the criteria that the Student Organizations Committee will use in evaluating your organization, please view our evaluation criteria document provided on our website.

Each RSO will submit an up-to-date copy of their constitution through CrimsonConnect as part of Registration or Annual RSO Re-Registration (Spring Quarter), along with an up-to-date membership roster and RSO-Advisor Agreement Form (must use template roster and approval form provided on the Registration Form or on the Student Org Committee website).

Best of luck on your journey and please feel free to reach out with questions about the process.

Yours,
The Student Organizations Committee

USGOrgs@du.edu

Student Organizations Constitution Template at University of Denver

The *starred* articles must be included in all student organization constitutions. Article IV: Section 1, VII, VIII, and IX MUST use the EXACT language included on this sample.

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START OF TEMPLATE

****Cover Page:****

- Include the title of the proposed org
- Names of leadership/contact info/leadership titles
- Advisor name/contact information
Adopted on Day, Month, Year
- Feel free to be artistic, just be sure everything is legible!

.....
First Page+

****Article 1: Organization Name****

- **Section 1:** The name of the organization established within this constitution shall be the University of Denver [*Insert Organization Name*], hereafter referred to as [*Insert Organization Name(s)*]
- **Section 2: Overview of the Program/Mission:** This should tell what you are trying to accomplish as an org and why. This statement will be used in various advertising and recruiting literature, so please try to make it as concise and appealing as possible. Describe the basics of the program in one to two paragraphs. This should be the who/what/why/how of the proposal.

****Article II: Purpose****

- ****Section 1: Learning Objectives****
What are you attempting to learn? Learning objectives should be clearly stated and come with approximate timetables for the completion of these objectives. These might describe intended outcomes, or describe minimum expectations of involvement in the org such as meetings or events.
- ****Section 2: Campus & Community Action Steps****
Your learning objectives and mission should guide your programing. Your action steps are what you are actually doing to complete your organization's objectives. Action steps can include: guest speakers, student presentations, student events, etc. Please cite specific activities or events that your organization has planned for the academic year. Avoid citing ambiguous, general activities such as "tabling" or "speaking event." We are looking for specific, thoughtful events and activities.
 - 1.
 - 2.
 - 3.
 - 4.Etc...
- **Section 3: Community Service**

DU is committed to being a great private university for the public good. To this end, each program is strongly encouraged to contribute something back to the DU community or the greater Denver communities by participating in some form of community service activity during the year. If you are proposing a community service-based program, please focus this section on a particular service event that will benefit the DU/Denver community (it's okay if there's a little overlap with your action steps)

- 1)
- 2)
- 3)
- 4)
- Etc...

Article 3: Affiliations (Optional article)

- **Section 1:** This organization is affiliated with (cite any national, regional, or honors organization that your club is affiliated with).

****Article 4: Membership****

- ****Section 1: Membership**** **(The language of this section must be included exactly as found below)**
 - 1) Members and officers must be enrolled undergraduate students at the University of Denver.
 - 2) Faculty, alumni, graduate student, or other non-students are encouraged to attend but may not vote, hold office, or be counted in the organization's membership.
- **Section 2: Dues**

If applicable, list dues requirements [amount, frequency of payment, and consequences of non-payment].
- **Section 3: Selection and Recruitment**

Describe the process of new members joining the organization and how your organization plans on recruiting new members.

****Article 5: Budget Planning****

- **Section 1: Budget Planning**

Each Registered Student Organization is provided with financial support to help with the costs of running a program (supplies, instruction, guest speakers, etc). Please provide a brief overview of how you plan on using your funds throughout the academic year. Consider carefully what your program's essential needs are, and tailor your budget to reflect those needs. This is not an application for finances. This is just a way to gauge your org's budget throughout the academic year.

Article 6: Officers, Executive Board, and the Election Process

- **Section 1: Election & Removal of Officers**

(The following is a sample process that is only an example of how elections can be run. Your executive board can be selected by any process you choose.)

Subsection 1: The Electoral Process:

1. The officers of this organization are president, vice president, secretary, and treasurer.
2. Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
3. Election of officers will take place during the eighth week of the Spring quarter.
4. Officers will assume office for the period of one year.

Subsection 2: Recall of Officers:

1. Officers are subject to recall for malfeasance in office. Malfeasance shall be defined as:
 - a. An inability to perform the requirements of office
 - b. Willfully disobeying DU Rules and Regulations governing student organizations
 - c. Breaching of the DU Student Code of Conduct
 - d. Mismanaging club funds
2. Recall procedures will be initiated with the most senior officer not in question at the request of ### members. The Order of Seniority will be as follows:
 - a. The President
 - b. The Vice President
 - c. The Treasurer
 - d. The Secretary.
3. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties
A two-thirds majority of those members voting in a recall at the end of the hearing is necessary to remove any officer.

○ **Section 2: List of Officers**

List the names of the officer positions of the organization and which officers will comprise your executive board. Please remember that every student organization must have at least a president, vice-president, and treasurer. Please note, student organizations are free to add further E-board position than is required.

Subsection 1: President

The President shall (list specific duties and functions of this position)

Subsection 2: Vice President

The Vice President shall (list specific duties and functions of this position)

Subsection 3: Treasurer

The Treasurer shall (list specific duties and functions of this position)

Subsection 4: Additional Officers

(list specific duties and functions of additional officer positions)

****Article 7: Statement of Non-Discrimination**** **(The language of this article and section must be included exactly as found below)**

○ **Section 1: Statement of Non-Discrimination**

In keeping with the University of Denver's policy of nondiscrimination, this organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunities to hold office

****Article 8: Statement of Non-Hazing**** **(The language of this article and section must be included exactly as found below)**

○ **Section 1: Statement of Non-Hazing**

This organization will not conspire to engage in any act, even if committed with the Effective Consent of all parties, which endangers the psychological or physical health or safety of a person, or by which a person is encouraged to engage in conduct that a reasonable person would consider to be humiliating, when the act is explicitly or implicitly a condition of admission into, affiliation with, or continued membership in any group. Actively or passively encouraging these acts is also prohibited.

****Article 9: Statement of Compliance with Campus and Legal Regulations**** **(The language of this article and section must be included exactly as found below)**

○ **Section 1: Statement of Compliance with Campus and Legal Regulations**

This organization shall comply with all university and campus policies and regulations and with local, state, and federal laws.