All Students’ Association recognized organizations in preparing their constitution should use the following Constitution format. This format should be followed as closely as possible. Red text indicates the need for appropriate information. This paragraph should be removed upon completion. E-mail to the Policy & Review Committee Chair.

We the students, faculty, and staff of the University of Rochester hereby establish the [organization] of the University of Rochester and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students' Association recognition of this organization.

Article I. Purpose of Organization/Mission Statement
(Define in paragraph form the goals, objectives, and purposes of this organization. State what the organization will contribute to the quality of life on the University community. State any other relevant information.)

Article II. Membership
Section A. Membership
1. Eligibility – All Students’ Association members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership. All members and associate members shall be listed on the organization’s Campus Club Connection site.
2. Definition of active member – (State any special requirements this organization sets to be an active member. State what a person must do in order to maintain active membership (attending minimum number of meetings, assisting with programs, etc). List different types of membership.)
3. Definition of associate member – (State any special requirements this organization sets to be a member. State what a person must do in order to maintain membership. List different types of membership. e.g. all rights and privileges of a member without voting rights, cannot serve on the executive board, etc.)

Article III. Meetings and Voting
Section A. A meeting shall be valid if a quorum, plus one officer is present. Quorum is defined as (Each organization will establish the size of its quorum, but it must be between 1/2 the organization’s active membership and 2/3 of the organization’s active membership).
Section B. Voting
1. Voting on any issue shall be official only if the meeting is valid.
2. All members shall have equal voting power.
3. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

Article IV. Officers and Qualifications

Section A. Officer Positions
(In this section, list the titles of all officer positions and qualifications to hold their offices, such as minimum years of participation or term limits. The SA requires a Business Manager position if the organization handles any money.)

Section B. Duties of Officers
1. All officers shall be members of the Students’ Association.
2. All officers shall promote active recruitment of new members.
3. All officers shall enforce this constitution.
4. All officers shall be responsible for knowing the sections of the Students’ Association constitution and bylaws that apply to this organization.
5. The [specified officer] shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
6. (Only if organization has a Business Manager) The Business Manager will be responsible for maintaining all finances and keep detailed records of all transactions.
7. [Specified Officer(s)] shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students’ Association. Also, the [Specified Officer] shall take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
8. (State the duties of additional officers as necessary.)

Section C. Nominations and Elections
1. Nomination and Elections Procedure - (State nomination and election procedures.)
2. Timing of Elections - (State time of year in which elections will occur.)
3. Term of Office – (Suggested length is one year.)

Section D. Vacancies, Resignations, and Removals
1. At the valid meeting following a vacancy of an office, the position is to be filled by the same manner described in the Nominations and Elections Procedure.
2. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the active membership to pass the motion.
3. If a vote of no confidence on any officer is to take place, it must be given an official meeting’s notice. Any member of an organization can call for a vote of no confidence.
4. An office shall be declared vacant as the result of a vote of no confidence.

Section E. Provisions of Advisor(s) (if any)

Article V. Committees (if not applicable, state “Not applicable” in this section)

Section A. Purpose of Committees
1. A committee shall be an organized group within [organization] whose mission coincides and facilitates the overall mission statement of [organization].
2. The goals of every committee must be in accordance and working towards the same goals as [organization].
3. [Organization] shall ultimately be responsible for the actions of their committees.

Section B. Committees
(In this section, list all of the committees within the organization. Briefly explain each committee’s purpose, mission, and goals.)

Section C. Chairperson
1. A committee chairperson shall preside over a committee.
2. (State the process for which a chairperson is elected or appointed, including qualifications and term of position.)
3. A committee chairperson shall report directly to the organization during regular meetings regarding current business of the committee.
4. A committee chairperson shall be responsible for maintaining the committee’s Campus Club Connection webpage.
5. (State any other duties or positions the chairperson shall maintain by default, such as a position on the executive board.)

Section D. Membership
1. All members of a committee shall be members of [organization].
2. All members of [organization] shall be eligible for committee membership.
3. (State the process for which a member of the organization becomes a member of a committee.)

Section E. Meetings
1. Meetings shall be presided over by the committee chairperson.
2. Meetings shall be determined by the committee chairperson and committee members as needed.
3. A valid meeting shall follow the same meeting and voting rules as mentioned above in Article III.

Section F. Budget
1. Committee budgets shall be determined and allocated by the organization’s executive board.
2. Committee budgets shall be managed by the committee chairperson in consultation with the organization’s business manager.
3. All financial requests shall be processed by the organization’s business manager.

Section G. Promotion and Publication
1. When promoting a committee, it shall be advertised as “X is a committee of [organization].
2. When advertising an event sponsored by a committee, it shall be advertised as “X event is sponsored by Y, a committee of [organization].
3. If organization is SA-funded, “[Organization] is SA funded” must also be included on all promotions, advertisements, and publications.

Article VI. Finances

Section A. Students' Association members shall receive priority at SA-funded events conducted by this organization.

Section B. Funding
[Organization] [shall/shall not] be eligible for SA funding. (All SA-recognized organizations shall be eligible for funded status by submitting a budget unless they are religious or political in nature, or are exclusive [audition-only].)
Article VII. Classification

Section A. [Organization] shall be classified as a/an: [choose the most appropriate classification]

A. Academic Council - An academic council shall be any SA-recognized organization that works with, is advised by or is run in conjunction with an academic department related to a specific major, certificate or concentration program.

B. Academic Honor Society - An academic honor society shall be any organization associated with a nation or international society.

C. Awareness - An awareness organization shall be any SA-recognized organization whose primary focus is the promotion of cultural or social issues.

D. Club - A club shall be any organization that does not fit any of the above classifications.

E. Club Sports - A club sport shall be any SA-recognized organization that is overseen by the Club Sport Council.

F. Community Service - A community service organization shall be any organization whose primary mission is service to the campus and Rochester community through formal or informal consultation with local nonprofit agencies, government, and community-based organizations. Such services may improve residents’ quality of life, fulfill specific community needs, or deliver financial resources to partner organizations.
   a. Organizations seeking SA recognition that are determined to meet these qualifications shall be classified as Community Service and will form under the jurisdiction of the Community Service Network. The SA recognizes the Community Service Network as a network.

G. Entertainment Programming - A SA-recognized organization for entertainment programming shall be responsible for providing and promoting campus-wide programs and college traditional events.

H. Intercollegiate Competition - An intercollegiate competition organization shall be any SA-recognized organization that travels to other universities to compete or who host competition at the University of Rochester.

I. Performing and Fine Arts - A performing or fine arts organization shall be any SA-recognized organization whose mission is to promote the arts and artwork through performances, shows, and exhibitions.

J. Political - A political organization shall be any organization that advocated for or endorses a certain candidate, official or political party. A political organization shall also be any organization that advocated against or denounces a certain candidate, official or political party.

K. Pre-Professional - A pre-professional organization shall be any SA-recognized organization that fosters and disseminates profession-specific knowledge and supports the professional and personal growth of its members.
L. Publication/Media - A publication or media organization shall be any SA-recognized organization that regularly produces a newspaper, journal, magazine, television show or radio show.
M. Religious - A religious organization shall be any SA-recognized organization that subscribes to and promotes a religious doctrine. All religious organizations shall be overseen by the Chapel staff.

Article VIII. Adoption of the Constitution
Section A. Two-thirds of the active membership, or more if the organization decides, must approve the constitution.
Section B. This constitution will be ratified upon approval of the Senate and the signature of the Speaker.
Section C. This constitution shall not conflict with the Students' Association constitution or by-laws.

Article IX. Amendments
Section A. Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

Article X. By-laws
Section A. At least a 2/3 majority of the active membership must approve the by-laws and any amendments.
Section B. By-laws should not conflict with this constitution or the SA constitution or by-laws.

Article XI. Hazing Policy
Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the [organization]. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

Article XII. Discrimination Policy
The [organization] of the University of Rochester does not discriminate against any individual or organization of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation.

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Signature of Officer                       Date
Submitting Constitution

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Signature of SA Speaker                    Date
Granting Recognition