



SAMPLE STUDENT ORGANIZATION CONSTITUTION GUIDELINES

This document serves as a guide and reference for creating a constitution for a registered student organization (RSO) at the University of Washington Tacoma. Sections should be modified to meet the RSO's needs, including adding and removing articles/sections/subsections to best serve the RSO. RSOs are also welcome to develop their own constitution if they wish.

Additional examples of constitutions can be found on any current RSO's page on DawgDen. You can find these by logging into DawgDen, navigating to an RSO's page, and then scrolling to the "Documents" section.

REQUIREMENTS: There are two requirements that RSO constitutions must include:

- All RSO constitutions must contain the following non-discrimination clause. Edits are allowable, but only to add to the list of identities/categories. Edits cannot remove or delete any identity/category.

"Membership will not be restricted on the basis of race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status."

- All RSO constitutions must contain the following membership clause. Edits are allowable, but only to add to the list of identities/categories. Edits cannot remove or delete any identity/category.

"The majority of the membership of this organization shall consist of regularly enrolled students of UW Tacoma. Only those members who are currently registered UW Tacoma students have voting privileges."

The information and logo above should not be included in a constitution, it is provided for reference purposes only.

Everything after the line below is the sample constitution.

RSO NAME Constitution

PREAMBLE

This section should be a statement of the group's establishment and purpose of the Constitution. The preamble should contain the name of the organization.

ARTICLE I - Name

Section 1. What is the exact title to be used in addressing this organization? *(Note: Please see the RSO registration form for proper naming guidelines.)*

ARTICLE II - Purpose

Section 1. In sentence format, what is the purpose of the RSO? Educational, social, cultural, political, etc? Why is the group being founded?

Section 2. This section should be a statement of the group's willingness to abide by established university and RSO policies.

ARTICLE III - Affiliations

Section 1. If applicable, note any affiliation with national, regional, local, or other groups. The specific relationship between the other group and your RSO should be noted.

ARTICLE IV - Membership

Section 1. Who is eligible for membership? Are there any restrictions? How does one become a member? How are members identified by your RSO?

Section 2. Non-Discrimination Clause – All RSO constitutions must contain the following non-discrimination clause. Edits are allowable, but only to add to the list of identities/categories. Edits cannot remove or delete any identity/category.

"Membership will not be restricted on the basis of race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status."

Section 3. UW Tacoma Student Clause - All RSO constitutions must contain the following membership clause. Edits are allowable, but only to add to the list of identities/categories. Edits cannot remove or delete any identity/category.

"The majority of the membership of this organization shall consist of regularly enrolled students of UW Tacoma. Only those members who are currently registered UW Tacoma students have voting privileges."

Section 4. How would members leave your organization? By graduation? By not meeting certain attendance requirements? Voluntarily? Your organization should provide parameters for this.

ARTICLE V - Officers

Section 1. Officer titles and responsibilities.

Subsection A. Officer #1 and responsibilities

Subsection B. Officer #2 and responsibilities

Section 2. What are the officers' terms? When do they assume office?

Section 3. Elections of Officers. How are your officers elected? What type of ballot? What is the election timeline?

Section 4. How can officers be removed from office if needed? What is the process to do that?

ARTICLE VI - Advisor(s)

Section 1. There shall be one (1) or more UW Tacoma faculty or staff advisors who shall be ex-officio members with no voting privileges.

Section 2. How do you select the advisor for your RSO? What is the process?

Section 3. What are the duties and responsibilities of the advisor(s).

ARTICLE VII - Finances

Section 1. How will your organization manage its finances?

Article IX - Amendments

Section 1. How are amendments to this constitution proposed? Are they voted on? Is there a delay before voting?