

What's Required in your Constitution

A recognized student organization is required to have a constitution that outlines the purpose of the club, roles of officers/members, requirements to hold meetings, and procedures for electing and removing officers. Having these key policies and objectives clearly spelled out eliminates confusion on handling issues and clarifies how the organization will run. Constitutions **MUST** include the following:

- Date of Adoption (*This should be the date the current version of your constitution was voted on and approved.*)
- Clear statement of objectives, which are consistent with mission and educational goals of the University of Arizona.
- Identity as a campus-based and student-controlled group, with active membership limited to enrolled students at the University of Arizona.
- Statement of not-for-profit status.
- Clear Statement of reasonable dues or financial obligations of members.
- Statement describing the democratic procedures on how officers are selected and replaced, the procedures for nominating officers, officers' duties, method of electing, type of vote, term limits, removal of officers, and methods of filling vacancies.
- Democratic procedures for policy making, including amending the constitution.
- Statement on the number of members needed to achieve quorum, the necessary voting percentages to conduct business, and frequency of meetings.
- Assurance that petitioning group is willing to work in a democratic manner within the framework of University policies and procedures. (*If the petitioning group is a member of a national or regional organization, the University reserves the right to examine the record of the parent organization or of affiliates on other campuses.*)
- Statement exactly as it is printed here:

[Club/Organization] officers are directly chosen by members of the club through democratic means and not chosen or influenced by non-members or by a national organization.

- Non-discrimination statement listed below, exactly as it is printed here:

This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office. Pursuant to Arizona Revised Statute 15-1863, religious or political student organizations may determine that ordering the

organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines and resolving the organization's disputes are in furtherance of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. Pursuant to Section 106.14 of the regulations promulgated under Title IX of the US Education Act Amendment of 1972, Social Greek Letter Organizations may limit membership based on gender.

- Statement of financial responsibility for any debts accumulated at the University of Arizona by the organization not covered by funds on deposit. Sample listed below:

A specific member or members (must list person or position) designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

- Statement of non-hazing, exactly as it is printed here:

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

- Statement of compliance with campus regulations, exactly as is printed here:

This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws and is subject to the Arizona Board of Regents Code of Conduct.