

## What's Required in Your Constitution

Your 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 clearly spelled out eliminates confusion on handling issues and clarifies how the organization will run. Constitutions MUST have these points (unless governed by an international organization):

- Date of Adoption
- 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
- 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 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.
- Clear Statement of reasonable dues or financial obligations of members
- 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 [except as permitted pursuant to the exemptions to the University's Nondiscrimination and Antiharassment Policy for Social Greek Letter Organizations and Religious Organizations listed in the ASUA Club and Organization Handbook]." [Note to drafters: include the bracketed provision only if your organization intends to rely on one of these exemptions.]
- 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 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.”