“ORGANIZATION NAME” CONSTITUTION



*Please include a date adopted here if you know it.*

*[Below is the color key to understanding the different references in this document:]*

**Color Key:**

*Blue* – Directions for writing the document; do not include blue text in final draft.

*Red* – A placeholder that should be replaced with the name of your organization.

*Green* – Fill space of green text with numbers or text that suits your organization.

Black – may be changed to reflect your organization but important to have some sort of information represented

**BOLD** – must stay in constitution

*[When constructing your constitution, please type only in* ***12 point Tw Cen MT font.*** *Please use this document as a guide and feel free to add significantly more detail pertaining directly to your organization. You may pull information from your current constitution. You will need to set your own percentages, election dates, etc. Use this form as a working model for much of the terminology will be useful. Your organization’s constitution may differ to reflect how your group is organized and managed. If you have any questions, please contact the Student Engagement Center Staff at 920-465-2720 or email sec@uwgb.edu.*

*In order to approve your organization’s constitution, certain items are mandatory statements and must be written verbatim****. These items have been bolded.*** *All of the articles in this constitution template must be included in your organization’s constitution. Please keep the order in which the articles are presented in this constitution template. Additional articles may be added to further define your organization’s structure. Please remove all instructions after you have completed this document. Remove any remaining colors as well. After completing your constitution, please include the name of your organization in the footer.*

*Once finished, please email it directly to Stephanie Kaponya, Program Coordinator-Student Organizations at* *kaponyas@uwgb.edu* *]*

**Article I. Name**

**The name of this organization will be** *“Organization Name”* **representing a registered student organization with the University of Wisconsin-Green Bay.**

*[If your organization has “UWGB or University of Wisconsin Green Bay” in its title, it must follow the main portion of the name. Ex. Model EU Club of UWGB. If your organization is affiliated with a national or international organization, details of the affiliation should be adequately described]*

**Article II. Purpose**

1. **The purpose of *“Organization Name”* is to provide the students of the University of Wisconsin-Green Bay with the opportunity to learn, grow, and develop an understanding of the dynamics of working in an organizational setting. Student Organizations are to be student initiated, student lead and student run.**

*[Here is where you can write a statement of purpose and objectives for your organization]*

1. ***“****Organization Name****”* will be responsible for the observance of the rules and regulations established by the University of Wisconsin-Green Bay, and the primary control shall rest with the members of the organization.**

**Article III. Membership and Advisors**

1. **In accordance with the Universities of Wisconsin Board of Regents Policy 14-6: No student may be denied admission to, or participation in or the benefits of, or be discriminated against in any service, program, course or facility of the UW System or its institutions on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital or parental status, or any other category protected by law, including physical condition or developmental disability as defined in Wisconsin Statutes §51.01(5).**
2. **Student organizations that select their members or officers on the basis of commitment to a set of beliefs must follow the Universities of Wisconsin Board of Regents Policy 30-6 policy on the Recognition of Student Organizations.**
3. **Student organizations that require specific skills may restrict their membership through a structured audition process open to all UWGB students. The standards used to select members must be related to the needs of the organization, and public announcements about auditions or competitions must be made to ensure that interested students are informed about the opportunities to be considered for membership.**

*[Outline clearly here the timeline and process if applicable to your organization]*

1. **Advisor(s) for** *“Organization Name”* **must be a full-time member of the University faculty or academic staff employed at the University of Wisconsin-Green Bay. The on-campus advisor is considered the primary advisor. A secondary advisor may be a non-faculty or non-academic staff member registered with the Student Engagement Center. The advisor(s) shall advise the organization on school-related activities and assist the club in achieving its goals.**
2. A person becomes a member by (attending meetings on a regular basis, by paying dues, joining the Phoenix Connect page, or of a combination thereof, etc.). A maximum of (??) absences are allowed per semester. If more than (??) absences occur, it will result in (an explanation to the officers and a written/verbal apology to the rest of the members.)

*[Required number of meetings and events could be specified and reflect expectations of members and exec board members.]*

1. **Members of *“Organization Name”* will be enrolled students and in good standing at the University of Wisconsin-Green Bay.**

**Article IV. Elections**

1. Elections will be held on/at (designated week or month of the semester, for example the first week of April of the spring semester). Election meetings must be held with at least *(??%)* of the membership present. Nominations can be made by members, or by self-nomination, for any office, with the acceptance of the nominee.
2. Nominations will be taken (at least 2 weeks before elections with elections held at a regular meeting or online pole/survey).
3. Election method will be defined as (election procedure will be by secret ballot and will be administered by e-board member or advisor).

*[What happens if there is a tie or if an election is contested?]*

1. Special elections shall take place to fill the vacancy of an officer position. Nominations shall be open for (two weeks) with elections occurring during (the second week).

**Article V. Officers**

1. **All officers must be registered University of Wisconsin-Green Bay students. To become an officer, candidates must be at least a half time student, for undergraduate students this means a minimum of (6 credits), for graduate students a minimum of (4 credits), and at branch campuses a minimum of (3 credits).**
2. Term of office shall be (give an expectation)
3. If the position of presidency is vacant, the Vice President will succeed as president. An election will be held to fill the position of the Vice President.
4. Vacancies in any other positions will be filled by special elections as outlined in Article IV, Section D. The term of officers will last until the next official election. The new officers shall take office after the election.
5. Outgoing officers will transition to incoming officers through a shadow period (??) so that institutional knowledge may be transferred.

**Article VI. Responsibilities of the Officers**

To organize and manage ideas, events, and policies and see that they get put to action through execution. To provide feedback and clear guidance to members.

*[If your organizations officers do not fit the structure of president, vice president and treasurer please add within parenthesis these titles to the equivalent title within your organizations structure, for these are the universal terms held within Phoenix Connect and the positions that have access to do org business. Ex. Funding Chair (treasurer)]*

*[If your organization plans on having additional officers, please list the name and the requirements of said officers in this Article. Write the function of each officer’s job duties with clear responsibilities to avoid conflicts.]*

A. President

 1. Assure regular meetings.

 2. Assist other officers in any way possible.

 3. Organize committees.

4. Assure accuracy of Phoenix Connect page.

5. Have financial oversight.

B. Vice President

 1. Assist president with their duties.

 2. Fulfill the duties of the president in their absence.

 3. Assure regular meetings.

 4. Reserve space for meetings and events.

 5. Fill out necessary forms within the Phoenix Connect page.

C. Secretary

1. Keep accurate records of the proceeding of the meetings and functions of the organization.

2. Maintain a list of members past and present.

3. Assure regular attendance of the members.

D. Treasurer

1. Keep accurate records of all the money transactions of the organization, and regularly balance the budget.

2. Responsible for all monetary business; including, but not limited to fees, dues and SUFAC funding if applicable.

3. Responsible for collecting all monetary obligations owed to the organization.

E. Advisor(s)

 1. To oversee the workings of the organization.

 2. Keep track of and advise the officers in the group’s progress.

 3. Be the first contact for questions and concerns

 4. **The advisor shall have no vote.**

**Article VII. Removal of Officers or Members**

1. **If a member (including an elected officer) engages in behavior that is detrimental to advancing the purpose of the organization, violates the constitution or by-laws, or violates the code of student conduct, university policy, federal, state, or local law, the executive board may act for removal in consultation with the organization’s advisor.**

**In the event that the reason for removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members, the executive board in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.**

**If a president is called into question the next highest position will take over leadership.**

1. “Organization Name” has the right to remove any officer or member for cause.
2. Causes

Any officer or member may be removed for failure to fulfill their duties outlined in the Constitution and/or Bylaws.

1. Any officer or member may be removed for academic or nonacademic misconduct
2. A letter for removal, authored by any student, must contain grounds for removal and must be submitted to (Officer*). [indicate which executive board member(s) should receive the letter of impeachment]*
3. The accused will be notified that a letter has been received and the next business meeting will include a removal hearing.

*[Outline here the process of what happens once a letter of removal is received, the removal hearing at the next meeting, voting as to removal and by what measure. Include the process of what happens if it is determined the letter has no merit ex. below.]*

1. Removal Meeting
2. The first business meeting following the reception of a letter for removal, the hearing process must be completed as follows.
3. (Officer) will read the letter in its entirety.
4. Accused shall speak their defense.
5. General members will have the opportunity to ask the accused and officer handling proceedings questions.
6. A (???%) vote is required to remove an officer from their office or a member from the organization.
7. If the vote passes, the officer is removed from the office immediately or the member is dismissed from the organization. If the vote does not pass, then the officer retains their position with full rights and responsibilities and the member remains a member of the organization.
8. **After any removal of a student from a student organization please contact the SEC through email** **sec@uwgb.edu**

**Article VIII. Meetings**

 Held to determine policy, activities, programs and business.

1. Meetings will be held (every week) of the academic year. The day and time will be agreed upon each semester according to membership.
2. The president shall call special meetings when they deem it necessary. Meetings will be announced via (email and/or text or group chat).
3. A minimum of *(??%)* of the membership shall constitute a quorum.
4. Members should have one vote with respect to any resolutions/proposals put forward during a meeting.

*[Describe here how a proposal is submitted and reviewed. How does voting occur and by whom? Does the chair/president vote or just break a tie? Will proposals pass by simple majority vote and will members not present at meeting get to vote by proxy or not?]*

**Article IX. Finance**

1. Any student organization that receives university resources must be equally open to all UWGB students.
2. *“Organization Name”* will be a primarily self-financed organization. It will be financed through fundraising projects, donations, and sponsorship, and/or Segregated University Fee (SUF) funds. (No) dues shall be required of individual membership. Expenditures shall be authorized by a (percent of membership, or a majority vote) of the members present.

*[Is there an option to fundraise dues if student is required and not able to pay to ensure organization is open to all regardless of ability?]*

1. In the case of any outstanding debts. (The president and treasurer) of “Organization Name” will cooperate with the Student Engagement Center to resolve all debt by the end of the academic school year.

*[This section should include details on how your organization will collect money, whether that may be dues, fundraisers, donations, SUFAC funds, etc. Remember this can be different than what is stated above.]*

1. **In the event that** *“Organization Name”* **should ever dissolve,** **any remaining SUF money shall revert to SUFAC. All self-generated funds (Agency Account) will be held by the institution for three years. All tangible items should be turned into the Student Engagement Center to be utilized by other registered student organizations.**
2. **Upon the official dissolution of the organization the Student Engagement Center must be notified for removal of “Organization Name” within Phoenix Connect.**

**Article X. Amendments**

1. Amendments may be made to this constitution by a *(??% or majority vote)* of the members. Voting may be held at a regular or special meeting.
2. The amendments to be voted on must be submitted in writing to the president at least two weeks prior to the voting and discussed at meeting at least one week prior to a vote.

Article XI. Bylaws

 *[Bylaws are the rules of procedure of an organization, they contain more detail and are subject to change more easily, usually by a vote. Also stated should be any committees created within the organization and their role.]*

1. Bylaws to the constitution can be verbally presented at any meeting, and then submitted in writing.
2. A vote shall be taken at the following meeting for all those with knowledge of the proposed change, and it must be passed by a *(??% or majority vote)* of members present.

**Article XII. Ratification**

1. **Upon the approval vote of** *“Organization Name,”* **members and advisor(s), submit the constitution to the Student Engagement Center for ratification and approval.**
2. **Upon receiving the constitution, it shall be uploaded to Phoenix Connect by SEC staff and shall be in full effect.**