

Sample RSO Constitution

Every organization MUST have a constitution on file. On the following pages you will find a SAMPLE constitution. Use the sample as a guide to create or update your own constitution. We recommend that you update your constitution each year, whether or not you make changes.

Name of Organization _____

Constitution or By-laws (if affiliated with National organization) _____

Article I: ORGANIZATION NAME

The name of the organization shall be _____

Article II: PURPOSE STATEMENT *(as submitted on registration form)*

It shall be the purpose of (RSO Name) to _____

Article III: MEMBERSHIP AND ELIGIBILITY CRITERIA

The following must be stated in every constitution:

Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the Executive Director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Dr., Sugar Grove, IL 60554-9454.

Section A: Membership is open to any enrolled WCC student who:

1. _____
2. _____

Section B: Dues and collection procedures *(if any)*:

1. The fiscal year of the organization shall be from July 1st to June 30th
2. The amount of annual dues shall be determined each year by _____
3. Dues shall not exceed \$ per year.
4. The disbursement of dues shall not be based on race, religion, color, national origin, gender, age, sexual orientation, gender identity, marital status, political affiliation, status as a veteran, genetic information or disability.

Section C: A member may be removed:

1. The organization and its members agree to adhere to city, state and federal laws, to the Student Code of Conduct, College Policies and Student Life guidelines– any member found violating this may be removed from the organization.

2. _____

Section D: Removal of membership procedures:

1. Any member may have their membership revoked by a 2/3 vote of the Executive Board. Any member removed may appeal to the general membership. Said member shall be considered reinstated with 2/3 approval of the members.

Article IV: OFFICERS

Section A: The (name of organization) shall have a President, Vice President, Secretary and/or Treasurer and Advisor (these titles may vary for your organization, or you may choose not to have officers at all but to have team leaders of equal standing and operate on a consensus model).

Section B: All officers must be members of (*name of organization*) and currently enrolled at Waubensee Community College.

Section C: The Advisor must be a full-time faculty or staff member at Waubensee Community College.

Section D: The term of office shall be from _____ (*month/date*).

Section E: Election of officers shall be held (*annually/biannually*). At least 2 weeks' notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by ballot. The person receiving majority vote will be elected.

Section F: Any officer may be removed from membership by a 2/3 vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with 2/3 approval of the members.

Section G: Any vacancy which may occur in an office shall be filled via appointment by the President pending ratification at the next group business meeting.

Article V: DUTIES OF OFFICERS (This is only one possible way to organize duties – you may decide on a different division of labor for your officers.)

Section A: The President

1. The President shall be the chief executive officer

2. The President shall appoint all committee chairpersons
3. The President, with approval of the executive board, directs the budget
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership

Section B: The Vice President

1. The Vice President shall be the parliamentarian for the organization
2. The Vice President shall assume the duties of the President should the office become vacant or in the absence of the President
3. The Vice President will keep and have available current copies of the constitution and bylaws
4. The Vice President will be responsible for scheduling programs
5. The Vice President will perform other duties as directed by the President

Section C: The Secretary

1. The Secretary shall be responsible for keeping the minutes of all general body meetings and executive board meetings
2. The Secretary will provide a copy of the minutes for each officer and keep a master on file
3. The Secretary shall maintain a complete and accurate account of attendance and membership status

Section D: The Treasurer

1. The Treasurer shall keep a current record of all financial transactions
2. The Treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership
3. The Treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time
4. The Treasurer will perform other duties as directed by the President

Section E: The Advisor

1. The Advisor shall assist the group in the execution of roles and responsibilities
2. The Advisor shall sign off on all necessary paperwork, forms and spending

3. The Advisor shall provide feedback to the organization regarding its operation and functioning
4. The Advisor shall serve as a resource
5. The Advisor should provide advice upon request and also should share knowledge and expertise
6. The Advisor shall initiate recruitment in the absence of any members
7. The Advisor shall be a full-time faculty or staff member of Waubensee Community College
8. The Advisor will be a non-voting member of the organization

Article VI: GROUP COMMITTEE STRUCTURE

Section A: The following committees (*other than executive board*) shall be appointed by the President, subject to ratification by the organization during a regular business meeting:

1. _____
2. _____
3. _____

Section B: The duties of the standing committees shall include: (*provide details of responsibilities respective to the committee*)

Article VII: VOTING

Section A: A quorum will be _____

Section B: Each member in good standing may vote (recommend to define what good standing is in the constitution)

Section C: Proxy voting is allowed by the following process: _____

ARTICLE VIII – ELECTIONS

Section A: – Candidates for any office of this organization must be Regular Members (or Regular Voting Members) and must be a current WCC student.

Section B: – Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves.

Section C – Election of officers shall take place at a meeting of this organization, called for that purpose, with term of office lasting one year.

Section D – Election of officers shall be by a majority vote.

Section E – In case of a tie, the current President shall cast the deciding vote.

Section F – If there is only one candidate _____

Section G – Officers may be re-elected _____

ARTICLE IX – REMOVAL

Section A – Any officer may be removed by a three-fourths vote of the membership.

Section B – In case of a tie, the Advisor shall cast the deciding vote.

Section C – A vacancy of any office shall be filled by Presidential appointment, subject to the approval of the membership.

ARTICE X – MEETINGS

Section A – Meetings of this organization shall be no less than once a month during the fall and spring semesters, the general day and hour to be set by the voting membership

Section B – Special meetings shall be called at the discretion of the President upon the request of _____.

Section C – The President shall have the authority to modify the meeting calendar as benefits the majority of the voting members' schedules of this organization.

ARTICLE XI – AMENDEMENTS

Section A – One or more voting members of the organization may author an amendment to this Constitution.

Section B – The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement and word order.

Section C – The Executive Board shall present the amendment at the next meeting of this organization, a copy of the amendment being given to each voting member (refers to voting member) of this organization. This shall constitute a first reading.

Section D – At the next meeting following the acceptance of an amendment, updated copies of this Constitution shall be given to each voting member.

Article XII: Dissolution

In the event the organization becomes inactive, all funds revert back to Student Senate to be re-allocated for the benefit of all student organizations, unless otherwise stated.

Article XIII: SIGNATURES

Section A: _____ must sign off on any contracts entered into by the organization.

Section B: _____ must sign off on any expenditure by the organization.

Ratification Date: