

University of Wisconsin–Stout
Stout Student Association
Sample Constitution for Student Organizations

The Organizational Affairs Committee of the S.S.A. has put together the following template for student organizations' constitution. A constitution should be your overarching document that outlines who you are and how you operate.

This sample template is a *model only* and edits can be made to fit your organization's needs. There are a few required clauses and required sections, but the purpose of this constitution is to reflect your organization. Some organizations may have additional bylaws, and you are welcome to include those in this document if you have them.

Information about the rights and privileges of student organizations can be found in the Organizational Code of Conduct, which may be helpful when drafting your constitution. It is located within [CONNECT](#).

Sections and clauses that are in red within this template are required and the remaining information is optional or suggested.

Constitution Checklist

- Required Content Expectations** Do not start the organization's name with any variation of UW-Stout or Stout. Note: This may be included at the end of the name if desired. Doing so will allow potential members to easily search for this organization on an alphabetical list.
- Be as complete as possible because missing or unclear information will delay the recognition process.
- Check for spelling and grammatical errors.
- Use acronyms sparingly.
- Keep formatting consistent throughout the entire document.
- Allow advisor and all current members to review the constitution before submitting.
- Number each page of the constitution.
- Additional articles may be added that fit the organization.
- The constitution is timeless and should not include people associated with positions or other short-term information like years.
- Avoid using first person language such as "we", "our", and "us".
- Avoid using second person language such as "you" and "your".
- If using an acronym for the organizations name state it using the following example ("Stout Student Association –(S.S.A)

Required Sections

- | | |
|--|--|
| <input type="checkbox"/> Name | <input type="checkbox"/> Replacement of Officers |
| <input type="checkbox"/> Purpose | <input type="checkbox"/> Advisor |
| <input type="checkbox"/> Membership | <input type="checkbox"/> Meetings |
| <input type="checkbox"/> Officers | <input type="checkbox"/> Amendment |
| <input type="checkbox"/> Removal of Officers | |

The *(Insert Full Name Here)* Constitution

(Date of last revision)

Article I: Name

The name of this organization shall be *(insert name)*. *If using any variation of UW-Stout within your organization's name, please write your organization's name first, then include UW-Stout. For example, write "Blaze Fan Club – at UW-Stout" as opposed to "The UW-Stout Blaze Fan Club."*

Article II: Purpose

The purpose of this Organization shall be *(State the purpose of this organization, the target population that would be interested in joining, the types of programs or events that you would plan, the goals of the organization, etc.).*

Article III: Membership

Section 1: Membership is open to all registered students in good standing at the University of Wisconsin-Stout. All student organization members must maintain at minimum a 2.0 grade-point average (on a 4.0 scale) to be eligible for participation in a Recognized Student Organization.

Section 2: *(Insert Organization's Name)* will not discriminate against membership of any individual based upon race, gender, religion, ancestry, age, veteran status, marital status, sexual orientation, income, physical ability, or political ideology, unless specified in the governing document of the organization or pursuant to an exception recognized by University, local, state or federal laws / ordinances.

Section 3: *Lay out requirements for how your organization determines an active or regular member. Insert additional sections as you see fit.*

Article IV: Officers

Section 1: Officers of the organization shall be as follows:

- President
- Vice President
- Treasurer
- **(4th Officer; unspecified title)**
- *(List any additional officer positions in your organization.)*
- *Do not list any names*

Section 2: Duties of officers.
Duties of all officers must be outlined in this section. List each position and specific responsibility.

Section 3: **Election of officers:**
Explain when elections shall be held, who is eligible to hold office, who is eligible to vote, how officers are elected, etc.

Section 4: **Officers shall take office (Specify when.) and shall serve for a period of (Specify a period of time. This is generally one semester or one year.)**

Article V: Removal of Officers

Talk about what you will do if the organization needs to remove an officer. Sample wording is below.

Section 1: **Officers failing to fulfill the given responsibilities and duties may be removed by the regular members of the organization.**

Section 2: **The removal of an officer requires a (Specify a percentage between 40-60%.) vote of a quorum following the notification of the officer in question. Such notification shall be provided in writing no less than _____ working days prior to the vote.**

(Consider adding a section about providing the officer in question the opportunity to defend his/her position in front of the membership of the organization prior to such a vote.)

Article VI: Replacement of Officers

Talk about what you will do if an officer leaves mid-year or needs to be replaced. Sample wording is below.

Section 1: **In the case where the Presidential Office is vacant, the Vice-President will fill the position within the next (specify a certain amount) of meeting(s)**

Section 2: **All other executive board positions found to be vacant shall be filled by election within the next (specify a certain amount) of meeting(s).**

Section 3: **All other positions should be filled through appointment or election. (This section should only be included if the organization outlines positions that are not part of the executive board.)**

Article VII: Advisor

Section 1: **The advisor of the (insert organization name) must be a faculty or staff member of the University of Wisconsin – Stout. (Do not include name of advisor)**

Section 2: **The student organization advisor serves in a voluntary or assigned capacity to the recognized student organization and provides guidance, direction, advice, and continuity to the members of the organization.**

Section 3: **The advisor will be selected by (insert process here).**

Article VIII: Meetings

- Section 1: A regularly scheduled general meeting shall be held at least *(Specify an amount that is at least once a semester but no greater than twice a month during the academic year or calendar year)*. The officers may call additional meetings when the need arises.
- Section 2: A quorum shall consist of *(Specify a percentage between 50-70%)* of the regular members.
- Section 3: A quorum shall be present in order for any official business to be conducted. Official business shall include elections of officers, setting of dues, and any other major decisions affecting the organization.
- Section 4: Parliamentary Authority (e.g. Robert's Rules of Order) will be utilized at all meetings.

Article IX: Amendments

- Section 1: All amendments to this constitution require notice *(Insert period of time here)* to being discussed and voted upon.
- Section 2: All amendments require a *(Specify a fraction ½-1)* vote of a quorum for adoption.

Samples of Optional Articles

Article X: Committees

- Section 1: The officers of the organization shall have the authority to create any committees, standing or special, that will further the purpose of the organization.
- Section 2: List the committees, who is in charge of committees, and what their duties are.

Article XI: Finance

- Section 1: Dues: The amount of dues will be determined *(insert when here)* and brought forth to be voted on by the members.
- Section 2: The Treasurer is responsible for all organizational finances. The organization must comply with all university and S.S.A. policies.
- Section 3: The organization shall set up *(insert either an agency account through the university or off-campus bank account)*. Note who will have access to the agency or bank account and always include the advisor as an authorized user.)

Section 4: *S.S.A. Budget: All student organizations awarded a budget through the S.S.A. must comply with all policies and procedures set forth by the Financial Affairs Committee of the S.S.A..*

Article XII: Affiliation

(Include if affiliated with a larger organization)

Section 1: *This organization is affiliated with (If your organization has any national, state, or local affiliation).*

Section 2: *(Specify the governing documents of the affiliated organization that this organization will be subject to follow. Include anything that is prohibited in the affiliated organization, specification regarding dues if applicable, and/or other requirements to continue affiliation with the original organization.)*

SAMPLE