STUDENT ORGANIZATION CONSTITUTION REQUIREMENTS
2019-2020

To register as a new student organization at the University of Florida, registered student organizations must submit a constitution for review and approval by the Department of Student Activities and Involvement (SAI). The purpose of the student organization constitution is to define the purpose and operations of the student organization and to demonstrate the organization’s agreement to comply with University of Florida Regulations and expectations with the inclusion of specific language verbatim (this language is found below in BLUE). Failure to include the required language in its submitted constitution will delay the registration process.

Existing student organizations may amend their constitutions. However, any amended version of their constitution MUST maintain the required language, or comply with any updated language required by SAI.

Recommendations and requirements for a student organization’s constitution are found below. As noted, required language that must be included in the constitution is found below, in BLUE. Other requirements that do not require specific language have been bolded. Recommendations are included in normal font.

When reviewing a newly submitted or amended constitution, SAI staff will pay particular attention to Articles I – VII, although SAI reserves the right to check additional articles. Failure to comply with these requirements may subject the student organization to corrective action included but not limited to suspension or revocation of your registration status.

Verbatim Language is indicated in BLUE
Requirements that do not require specific language are indicated in BOLD
Recommendations are indicated in normal font

ARTICLE I. NAME OF ORGANIZATION
Article I must contain the full name of the student organization. This name must not duplicate the name of any other currently registered student organization. If the organization is affiliated with a local or national organization, that information must be stated in this article of the constitution.

NOTE
• Student organizations are separate entities from the University, therefore, student organizations are prohibited from referring to themselves as being part of the University. Thus, no student organizations may include: “University of Florida”, “UF”, or “Gators” in the name of their organization.

The name of the organization should:
• Reflect the nature and activities of the organization
• Formally reference any organization abbreviations or acronyms.

ARTICLE II. PURPOSE STATEMENT
The purpose of the organization must be clearly stated. Typically, a purpose statement includes both the goals and the functions of the student organization.

ARTICLE III. COMPLIANCE STATEMENT
Upon approval by the Department of Student Activities and Involvement, [name of organization] shall be a registered student organization at the University of Florida. [Name of organization] shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.
ARTICLE IV. UNIVERSITY REGULATIONS

Purpose of Article IV: In order to be registered, student organizations must comply with the University of Florida’s Non-Discrimination, Sexual Harassment, and Hazing Policies. Constitutions must include the verbatim sections below.

NOTE: A student organization whose primary purpose is religious will not be denied Registered Student Organization status on the ground that it limits membership or leadership positions to students who share the religious beliefs of the organization. The University has determined that this accommodation of religious belief does not violate its Non-Discrimination policy.

Section A. Non-Discrimination
[Name of organization] agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B. Sexual Harassment
[Name of organization] agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking.

Section C. Hazing
[Name of organization] agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section D. Responsibility to Report
If this organization becomes aware of any such conduct described in this article, [Name of organization] will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University’s Title IX Coordinator.

ARTICLE V. MEMBERSHIP

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

NOTE: No additional information about membership, should appear verbatim for Article V. Additional stipulations regarding active membership (e.g. attendance requirements, etc.) should be addressed in a separate article AFTER Article X.

ARTICLE VI. STUDENT ORGANIZATION ADVISOR

Each registered student organization must have a student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on leave during his or her advisor term. The student organization advisor shall serve as a resource person and provide advisory support for the officers and members of the organization.

Article VI must include the following information regarding an organization’s advisor:
- Duties and responsibilities
- Selection method and margin of selection
- Term (one year with opportunity to be reappointed is recommended)
- Process of replacing the organization’s student organization advisor
ARTICLE VI. OFFICERS
Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. Section 6C1-4.003 of the Regulations of the University of Florida provides the minimum eligibility requirements for any student to hold an officer position within a registered student organization. SAI recommends that student organizations consider higher requirements if appropriate for their specific group.

It is recommended that this article contain the following information:
- A list of which officers are elected and which are appointed
- Titles of elected organization officers
- Titles of appointed organization officers (including appointment process – e.g. appointed by whom?)
- Term of office (academic or calendar year)
- General duties of each officer
- Impeachment procedure
- Procedures for handling officer vacancies (e.g. resignations, officer ineligibility, or similar occurrences)

ARTICLE VIII. ELECTIONS
Your elections article describes your organization’s process for electing new officers.

This article must contain the following information:
- Criteria for officer eligibility
- Nomination procedures
- Election timeline
- Balloting procedures
- Election rules and procedures (including required margin of victory and must include membership in election process)
- Run-off procedures in the event of a tie (including required margin of victory, must include membership in run-off process)

ARTICLE IX. FINANCE
This article should include information about how the organization will be funded.

If an organization requires membership fees, please include:
- Maximum dollar amount and/or other financial obligations of members
- When payment is due

If an organization does not require membership fees or other financial obligations, please include:
- How you will raise funds (e.g. carwashes)
- Intended use of money raised (e.g. t-shirts, conference registration, travel)
- Who is expected to participate in the fund raising activities (e.g. members)
- If your organization will apply for Student Government funding

NOTE: In accordance with Student Government guidelines, any organization seeking or receiving funding from Student Government is precluded from collecting membership dues. Registered student organizations seeking funding from Student Government must apply each year, contact Student Government for more information on funding policies and procedures.

ARTICLE X. DISSOLUTION OF ORGANIZATION
This article lists the requirements and procedures for the dissolution of the student organization, including the method for distributing any organizational assets and payment of any organizational debts remaining at dissolution.
- Describe what happens if at the time of proposed dissolution any organization assets and/or debts exist, the appropriate means for disposing of these assets and/or debts must be specified clearly and unequivocally
- NOTE: Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations must designate a specific charity that will receive such organizational assets.
ARTICLE XI… (If deemed necessary by the organization)
Any articles the organization wishes to include to clarify policies and procedures not included in previous articles may be added here. There is no limit on the number of additional articles that may be included. Most organizations benefit from creating a separate bylaws document to outline their day to day operating procedures instead of incorporating them into their constitution.

ARTICLE (Insert appropriate number for FINAL article): AMENDMENTS TO CONSTITUTION
This article describes how constitutions can be amended and should be the final article in the constitution. The article must include:

- Process for amending the organization’s constitution
- Who can propose an amendment and to whom do they propose it to
- Necessary vote to approve the change(s) (Ex: 50% majority, 2/3 majority, etc.)
- All amended constitutions must be submitted directly to the Department of Student Activities and Involvement for review and approval.

Note: SAI has established a new process through which constitutions may be amended. Student organizations wishing to amend their constitutions must request a copy of their constitution from SAI Desk SAIDesk@ufsa.ufl.edu. Upon receiving this request, the student organization will receive an email with a copy of their constitution, for editing (the constitution will be formatted so all edits will be clearly visible).