

Constitution of
Name of Organization
at the University of Nevada, Las Vegas

Effective Date: _____

Article I – Name

This organization shall be named Name of Organization. **[[INCLUDE IF APPLICABLE]]**
Name of Organization may also be referred to as ACRONYM.

Article II - Mission Statement

Section 1 - Mission/Purpose Statement

[[INSERT MISSION STATEMENT]]

A mission statement defines who you are, what you do, why you do it, and who you serve. It should be clear, powerful, and broad enough to guide your decision-making and help explain your organization to potential members. Developing your mission statement should be a group effort with input from many people. Be brief and concise, no more than 1 to 2 sentences.

Section 2 - Core Values **[[OPTIONAL]]**

The core values of Name of Organization are:

- **[[INSERT AS BULLETS, recommend 4-6 values]]**

The core values of an organization express your highest priorities, deeply held beliefs, and fundamental driving principles. They represent what you stand for and provide guidance for decision-making. Mission statements define where you're going but core values define how you operate. If including, recommend 4 - 6 core values.

Section 3 - Affiliation **[[INCLUDE IF APPLICABLE]]**

This organization is affiliated with the Name of Regional, National, or International Organization

This is for organizations that are affiliated with a regional, national, or international organization. Affiliated organizations must provide information about their parent

organization within their annual registration application.

Article III - Statement of Compliance with Campus Regulations

Section 1 - Non-Discrimination Clause

Name of Organization shall not unlawfully discriminate on the basis of race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), creed, color, gender (including pregnancy related conditions), age, disability whether actual or perceived by others, military status or military obligations, sexual orientation, gender identity or expression, genetic information, religion or national origin or any act of retaliation against any person who has made a complaint about such discrimination.

Section 2 - Requirements

This organization shall comply with all Nevada System of Higher Education (NSHE) and University of Nevada, Las Vegas (UNLV) policies and procedures, including but not limited to, those policies set forth in the UNLV Registered Student Organization (RSO) Manual and the UNLV Student Conduct Code, as well as local, state, and federal laws.

Section 3 - Involvement Center

This organization's Involvement Center page must be maintained regularly to reflect the current mission statement, governing documents, contact information, and leadership roles to remain in good standing with the office of Student Involvement & Activities and UNLV.

Article IV. Membership

Section 1. General Membership

This article outlines the requirements and expectations for membership to be granted into the organization. Each RSO must maintain a minimum of 5 actively-enrolled UNLV students. RSOs may also, if the organization deems it applicable, consist of community, alumni, or faculty/staff members in addition to the required five student members and the UNLV faculty/staff advisor. These additional members may only serve as general members to the organization and cannot hold leadership roles, vote in elections, or act as the organization's Scheduling Liaisons. Things to consider: Who is eligible? Is there an attendance requirement at meetings/events? Is membership open to all students or limited to undergraduate/graduate/professional students? Is there a GPA requirement? Is membership only open to those in a specific major? Is an invitation to join required? The more detail provided here the better.

Example: General membership is available to all actively-enrolled students at

UNLV. To remain in good standing with the organization, members must

- Attend at least 60% of general membership meetings
- Attend at least one special event per semester
- Maintain a cumulative GPA of at least 2.0 at UNLV
- Pay semesterly dues

Section 2. Dues **[[INCLUDE IF APPLICABLE]]**

If financial dues are required to gain or maintain membership in the organization, this must be detailed in this section. What are the cost of dues? How frequently are dues collected? What happens if a member is unable to fulfill their financial obligations? Does payment of dues guarantee any specific items (such as a member t-shirt or certificate)? If dues are to be collected, organization leaders must be transparent with members on the expenditure of those funds.

Article V. Executive Board

Section 1. Positions

*Every student organization must have a **President** (or equivalent position title), **Treasurer** (or equivalent position title), and at least one (but no more than two) **Scheduling Liaison**. The structure of leadership within the organization may be unique and determined by its collective members. Additional leadership roles are at the discretion of organization members. Only students actively-enrolled at UNLV may hold a leadership or Scheduling Liaison role. A minimum of three responsibilities must be listed under each position contributing to the organization's guiding principles. The scheduling liaison role may be held by someone holding another leadership role in the organization.*

- A. President *(or equivalent position title)*. The president shall:
- Serve as the primary contact person for the organization
 - Serve as the primary liaison for all official communication with Student Involvement & Activities
 - Ensure the annual re-registration of the organization with Student Involvement & Activities
 - [[INSERT ADDITIONAL DUTIES AND RESPONSIBILITIES OF THIS POSITION]]**

Examples:

- *The president shall serve as the chief executive officer of the organization and shall supervise general oversight of its activities and programs*
- *Preside over all general member and e-board meetings*
- *Meet regularly with the organization's faculty/staff advisor*

- *Work with the other officers of the organizations to ensure accountability for their position duties*
- B. Treasurer *(or equivalent position title)*. The treasurer shall:
- i. Maintain up-to-date financial records
 - ii. Provide transparency for all organizational funds
 - iii. **[[INSERT ADDITIONAL DUTIES AND RESPONSIBILITIES OF THIS POSITION]]**

Examples:

- *Provide a monthly statement of organizational income, expenses, and expected costs*
 - *Manage all incoming funds for the organization (dues, fundraising, etc.)*
 - *Pay all financial obligations of the organization in a timely manner*
 - *Prepare annual budget*
- C. Scheduling Liaison. The scheduling liaison shall:
- i. Serve as the primary contact for space and marketing reservations with Student Union & Event Services
 - ii. **[[INSERT ADDITIONAL DUTIES AND RESPONSIBILITIES OF THIS POSITION]]**
- D. **[[INSERT ADDITIONAL EXECUTIVE BOARD POSITIONS AND RESPONSIBILITIES]]**

Examples of additional positions could include:

- *Vice President*
- *Secretary*
- *Marketing/Social Media Chair*
- *Community Service Chair*

Section 2. Eligibility Requirements

In this section, detail the requirements a student must meet in order to be considered eligible to hold a leadership position in the organization. These requirements can differ depending on the position held. Term limits should be included if the organization deems appropriate.

Examples:

- *Any active member who is nominated and has been active for at least two (2) full semesters is eligible to run for office. (OR)*
- *All active members who have been active for at least one (1) semester are eligible to run for office. (OR)*
- *The president must have been a an active member for at least one (1) semester but any active member is eligible to run for other officer positions.*

Section 3. Elections and Length of Term

Specifically detail the process of electing Executive Board members, the length of their terms, etc. Specificity in this section can prevent challenges to the process.

- A. All members of the organization must be made aware of openings on the Executive Board.
- B. Elections will be held in **[[INSERT TIME FRAME OF ELECTION]]**

Example:

- *Elections will be held in April of each year. (OR)*
- *Elections will be held at the end of the fall semester with new officers assuming their roles at the start of the spring semester.*

- C. **[[INSERT THE NOMINATION PROCESS]]**

Example:

- *Any member may nominate another member, including themselves.*
- *The nominated member must be willing and able to accept that nomination.*

- D. **[[INSERT THE PARAMETERS REQUIRED FOR ELECTION INTO A POSITION]]**

Detail what it takes to be elected to an officer position. Are elections held in person or online through the Involvement Center? Does the winner need a simple majority of those who voted or is the threshold higher?

Example:

- *Voting will occur by secret ballot*
- *An officer will be elected into a position upon receiving a simple majority of general membership votes in attendance.*
- *If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients.*

- E. All officers will serve a term of one (1) year or until until their successor can be duly elected .

- F. **[[INSERT ANY OTHER PROCESSES RELATED TO ELECTIONS]]**

Section 4. Vacancies

[[INSERT OPERATING PROCEDURES IF AN OFFICER RESIGNS FROM THEIR ROLE]]

Detail what will happen if a vacancy in an elected position occurs outside of the regular elections schedule. Who will fill that role temporarily? How will a permanent replacement be determined? Is a special election held or will the board appoint someone into the position?

Examples:

- *If a vacancy occurs in the President position, the vice president will fill assume the role until a special election takes place for the President position at a time and place determined by the Executive Board.*
- *If a vacancy occurs, the Executive Board will appoint an eligible member into the position by a two-thirds majority vote of the Board. (OR)*
- *If a vacancy occurs a special election will be held and a winner will be chosen by a simple majority of voting members.*

Section 5. Removal of Executive Board Officers

Each officer shall be responsible for their duties as listed in this constitution. Officers may face removal from their position if they fail to meet the outlined responsibilities, do not maintain the membership requirements of the organization, are found in violation of NSHE or UNLV policy, or **[[INSERT OTHER VIOLATIONS THAT COULD RESULT IN THE REMOVAL OF AN OFFICER]]**

A. Petition

Detail what it takes to initiate the removal of an officer from their position.

Example: A written request by at least three (3) voting members of the organization should be submitted to the Executive Board

B. Procedure

Once a petition of removal is submitted, detail what is the procedure upon which an officer is actually relieved of their responsibilities.

All parties, including active members, the Executive Board, advisor, and the Executive Board member who is up for removal must be notified at least two (2) weeks in advance of any vote to remove.

i. [[INSERT REMOVAL PROCEDURES]]

Example:

- A. A meeting must be held in which all Executive Board officers, general members, the Executive Board member who is up for removal, and advisor are invited to attend.*
- B. Removal proceedings must occur during the academic semester.*
- C. The moderator of the removal proceedings will be the president, unless they are the one being considered for removal, in which case it will be another member of the Executive Board.*
- D. The members who petitioned for removal as well as the Executive Board member who is up for removal will be given an allotted amount of time to state their case. Time will be reserved for questions or statements from general members.*
- E. Removal requires a two thirds majority vote of present members.*

Section 6. Officer Transitions

- A. Each officer shall maintain a record of the duties and responsibilities performed in their position. These records should be maintained in an organizational shared digital drive and not in a personal digital drive.
- B. Outgoing officers shall make every effort to assist incoming officers through the transition process.

Article VI. Advisor

The primary advisor for **Name of Organization** must be a full-time UNLV faculty or staff member. The name and contact information for the primary advisor of this organization must be on file with Student Involvement & Activities and they must complete all requirements set forth by that department. Changes in the advisor role must be declared to Student Involvement & Activities within two weeks.

Article VII. Amendments to the Constitution

Section 1. Amendment Proposals

Detail in this section who is able to propose amendments to this constitution and the process of submission. How long of a notice is required between submitted proposals and a voting date? How are members notified of proposed amendments?

Example:

- A. *Amendments to this constitution may be made by any member of the organization as defined in this document.*
- B. *Proposed amendments must be submitted at least two (2) weeks in advance of a scheduled vote.*
- C. *An email must be sent to all members of the organization at least one (1) week in advance of a scheduled vote with the proposed amendment for review.*

Section 2. Ratification

Detail in this section the process of voting to ratify the new constitution. Who is eligible to vote? How will debate regarding the amendment be conducted? Is there a minimum number of members required for a vote to occur and if so, what percentage? What percentage of votes is required to affirm the changes?

Example:

- A. *At least two-thirds of the Executive Board of the organization must be in attendance in order for a vote to be held on any proposed amendments.*
- B. *The student who has proposed the amendment will present their proposal at the meeting scheduled for the vote. All organization members in attendance at the meeting must have the ability to state their opinion, if they so choose.*
- C. *All members of the organization as defined in this document are eligible to vote*

on proposed amendments.

- D. A two-thirds majority of all organization members in attendance is required for approval of the amendment.*
- E. Unless stipulated otherwise in the amendment, changes to the constitution will take effect upon ratification.*

Section 3. Final Approval

Once ratified, amendments to this constitution must be submitted in writing to Student Involvement & Activities for final review. Once approved by Student Involvement & Activities, the final constitution must be uploaded to the organization's Involvement Center page and all previous versions must be removed.