

The Center for Student Involvement (CSI) provides a sample constitution to HELP organization establish this document for their group. Groups can edit the document to meet their needs but should include the mandated sections located on the CSI website.

- A. Areas that are mandated will be highlighted in RED. Statements in BLUE are to provide guidance and direction.
- B. Affiliated organization MUST develop an policies and procedures/UIC specific By-Laws document that complies with the UIC's guidelines in place of national constitution. This supplemental document can borrow language from the parent organizations but must be specific to the functions at UIC.
- C. Review this with the other leaders of your group and advisor for support ANNUALLY.
- D. This document will remain active with the Center for Student Involvement until changes are made or the group is inactive.

Sample Constitution

[Logo]

[Name of Student Organization]

Constitution

Article 1- Name

The name of this organization shall be _____. (UIC should not be in the name of your organization, if you are a chapter of a local, state, regional, national or international organization you CAN designate the group as CHAPTER AT UIC)

Article 2- Purpose

The purpose of this organization shall be to_____.

Article 3 Membership Requirements

Section 1. **Membership is limited to currently enrolled UIC students** (CSI registers – STUDENT ORGANIZATIONS if your group has members NOT affiliated with UIC or faculty and staff you must email CSI through vpierce4@uic.edu for further assessment.)

Section 2. Non-discrimination policy

It is the policy of the University not to engage in discrimination or harassment against any person because of race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation, gender identity, arrest record status, unfavorable discharge from the military, or status as a protected veteran and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

(DO NOT ALTER THIS LANGUAGE IN ANY WAY SHAPE OR FORM)

Section 3. Eligibility requirements for new members.

(NOTE the above section and ensure that NONE of your requirements conflict with that policy. Title IX exemptions are managed through CSI and can require supplemental documentation. Membership CAN be restricted to particular GPA (i.e. Honorary Societies) but CANNOT be restricted to a particular college, program or major.)

Section 3.a Description of New Member Orientation/Training

Section 4. Removal or Expulsion of member.

(NOTE that this MUST state a process that moves through a progressive process that includes formal notice of concerns (email or letter), a review where the member can address the concerns and provide feedback, lastly this process must include a formal communication of results and appeal if necessary. It is recommended that MEMBERSHIP REQUIREMENTS be shared formally with new members and the start of each semester for continuity)

Article IV- Officers

Section 1. This organization shall have (number of) officers: They are as follows: President, Vice President, and Treasurer, ETC. (DO NOT INCLUDE NAMES OF CURRENT OFFICE HOLDERS, include other positions that your organization may have.)

Section 2. The qualifications of each office position (For each office list the name of the office and the requirements for each. NOTE NONE of the requirements can be against Article 3 Section 2.)

Section 3. Term limits of officer positions: (Officers are expected to serve a minimum of one academic year FALL to SPRING)

Section 4. Duties of Officers: (For each office list the name of the office and the duties of that position. Look for fair and balance of duties. It is suggested that prior to start of elections AND to each semester that the organization review the duties with interests, candidates and officers to ensure shared understanding)

Section 5. Secession of Officers: (In this section detail what will happen if an officer resigns from the position or is removed from office)

Section 6. Removal of Officers: (NOTE that this MUST state a process that moves through a progressive process that includes formal notice of concerns (email or letter), a review where the officer can address the concerns and provide feedback, lastly this process must include a formal communication of results and appeal if necessary. It is recommended that removal of an officer center on their lack of fulfilment of the stated duties. This process should be shared formally with new officers at the start of each semester for continuity.)

Article V- Elections (all registered student organizations are required to hold elections. Elections are defined as the general body of the organization reviewing a list of candidates and voting on them. Some organizations have an application process to be listed as a candidate or accept applications for nomination. Who reviews the application can alter the open nature of the group)

Section 1. Elections of officers will occur: (Best practice is to have set period for election such as the 1st, 2nd, 3rd, 4th meeting in month. CSI suggest elections be held in January with the newly elected officers shadowing the current officer holders through the Spring semester and taking office in the following Fall.)

Section 2. Nominations to office: (Detail your process, how will someone be listed as a candidate)

Section 3. Notice of elections (How will your group conduct the process? This must be listed. It is suggested that this be reviewed in the meeting prior to nominations be taken.)

Article V1- Meetings

Section 1. Regular meetings (It is recommended that a day of the meetings be listed for example Thursday, 2nd Thursday, or 1st and 3rd Thursday to formalize the meeting)

Section 2. Special meetings ([Most groups need to have special meeting in case of emergencies. In this section WHO CAN CALL A SPECIAL MEETING? HOW MUST THAT SPECIAL MEETING BE CALLED? HOW MUCH NOTICE MUST BE GIVEN TO THE MEMBERSHIP?](#))

Section 3. Structure for meetings (It is suggested that you list in this section the format, platform and structure of your meetings clearly. For example, will meet In-Person (or virtually), Agendas can include Attendance, Officer reports, Old Business, New Business, Announcements)

Article VII- Advisor

Section 1. Role of the advisor. ([Here expectations should be listed. NOTE the advisor should not have a vote in the business of the organization nor in any of the conduct process. DO NOT INCLUDE THE ACTUAL NAME OF THE ADVISOR.](#) For more details, visit the Center for Student Involvement (involvement.uic.edu) for Advisor engagement resources)

Article VIII- Committees

Section 1. Role of Committees (Here list the names of the committees)

Section 2. Descriptions of Committees (Here list the functions of those committees)

Article IX- Dues

This organization does/does not collect any dues from its members in the amount of _ dues (The Center for Student Involvement does not provide start up or operational funding for student organizations. It is recommended that if you have expenses for the group that they be paid from membership dues which can be assessed on a weekly, monthly, per semester, or yearly basis, the amount should be set PRIOR to the start of the academic year. If the group has a parent organization that assesses dues the UIC organization can assess their own local dues)

Article X- Handling of Funds

Section 1. [The organization's on campus account the COF account will be managed primarily by the financial officers the President and Treasurer.](#) (If you are MANDATED to use an organization sponsored financial institution that must be shared with Vance Pierce at vpierce4@uic.edu for an exemption PRIOR to your submission of registration profile)

Section 2. **All monies collected on/off campus associated with this organization, MUST BE DEPOSITED into the organization's COF account."** (DO NOT ALTER THIS LANGUAGE IN ANY WAY SHAPE OR FORM.)

Section 3. The registration submission allows the President and Treasurer to authorize or sign documents concerning funds

Article XI- Amendments and Revisions

Section 1. Amendments (additions) and Revisions (changes) to the organization constitution can be made (In this section it must be detailed how changes can and will be made. Detail a voting process where the entire body of the organization can have input and review)

Section 2. (% percent of) membership is needed to approve such changes with the membership receiving advance notice of the vote. (Suggestions include 51% of membership or 66% of membership)

Section 3. The president is responsible for initiating the creation and distribution of the new/changed document to The Center for Student Involvement. (Emailing Vance Pierce vpierce4@uic.edu along with copying the advisor on record and other officers is considered a best practice.)

Notes – Header/Footer (This document was reviewed and approved for the XXXX-XXXX (years covered))