Constitution Requirements  
Revised February 2012

1. Include date and vote outcome of the latest constitutional update in upper right-hand corner of first page. (Date Example: 5-1-2010) (Vote Example: 20-14-5)
2. The organization must have a name.
3. The organization must state specific purposes.
4. A statement that control must rest with the student members of the organization.
5. A statement that the organization will be responsible for the observance of the rules and regulations established by the University.
6. A statement that the organization will not use funds collected from membership dues, fees, or fundraising efforts to purchase alcohol or promotional materials for events that can only legally be attended members of a certain age.
7. A statement that the organization will hold all official meetings and events requiring attendance in facilities and establishments that allows persons of any age entry.
8. A statement that all leadership positions in the organization must be held by students enrolled at UW-Eau Claire for at least half-time. Half time is a minimum of six (6) credits for undergraduates and a minimum of three (3) credits for graduate students.
9. A statement that the organization will maintain a minimum of four members, ¾ of whom must be enrolled for at least one semester hour of credit at UW-Eau Claire.
10. The inclusion of the following statement verbatim:
   “Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies, officers and members shall extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin or ancestry, religion, sexual orientation or expression, veteran status, or parental or marital status.”
   Per Regent Policy 30-6 - Student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization’s goals and agree with its beliefs, so long as no student is excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.
11. A provision establishing quorum (the minimum number of members of an organization that must be present at any meetings to make the proceedings of that meeting valid).
   a. A statement outlining the percentage of members that must be present in order to conduct business.
   b. A statement outlining the percentage of votes that business must receive in order to pass.
   c. A statement outlining the percentage of votes that an amendment must receive in order to pass (if different than above).
12. The organization must outline procedures for conducting nomination and election procedures for executive board positions.
   a. A statement that election procedures will be fair (reasonable and unbiased) and democratic (inclusive of all members and self-governed) in nature.
   b. Time frame, specific dates, must be included in relation to elections and transition of officers.
13. Include recall procedure for executive board and members.
   a. Time frame, specific dates, must be included in relation to elections and transition of officers.
14. All amendments will be submitted to the UWEC Student Senate Organizations Commission for approval before taking effect.
15. A statement that outlines the responsibilities of the organization advisor, who must be a member of the UW-Eau Claire faculty or staff. Organizations are permitted to have multiple advisors, including off-campus advisors, but must maintain a UW-Eau Claire faculty or staff advisor at all times.

Recommendations for Constitutions
Groups or organizations needing to create or update their constitution should refer to the Requirements for Constitutions outlined above, and to the model constitution available on the student organizations website. ENFORCEMENT CLAUSE: The Organizations Commission of Student Senate reserves the right to review and assess both organizations and their constitutions. In addition, should an organization’s national affiliate not reasonably comply with the requirements for constitutions, the Organization’s Commission of Student Senate reserves the right to revoke a campus organization’s recognition status.