1. The organization must have a name.

2. The organization must state specific purpose(s.)

3. A statement that control must rest with the student members of the organization and that the student organization will be student-led and student-run.

4. 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 defined as a minimum of six (6) credits for undergraduates and a minimum of three (3) credits for graduate students.)

5. A statement that the organization will be responsible for the observance of the rules and regulations established by the University of Wisconsin-Eau Claire.

6. The inclusion of the following statement in its entirety (verbatim): “Our organization will not use funds collected from member dues, fees, or fundraising efforts to purchase alcohol, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. In addition, same funds may not be used to purchase promotional materials for unofficial events that can only be attended by those of legal drinking age.”

7. A statement that the organization will hold all organization events in facilities and establishments that allow entry to persons of any age.

8. A statement that the organization will maintain a minimum of four members.

9. A statement that ninety percent (90%) of the organization’s membership, at any given time, must be currently enrolled as students at the University of Wisconsin-Eau Claire.

10. The inclusion of the following statements in their entirety (verbatim.) Please include both paragraphs. (per UW System Regent Policy 30-6):

   "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. Be organized on a not-for-profit basis, as demonstrated by evidence that the organization uses any income or profit for organizational purposes, not for any individual or commercial gain;[2]
12. Include a statement establishing quorum requirements for organization meetings.  
   (Quorum is defined as the minimum number of members of an organization that must be present to conduct official business.)

13. A statement outlining the percentage of votes that business must receive in order to pass.
   a. An additional statement outlining the percentage of votes that a constitutional amendment must receive in order to pass (if different than above).

14. The organization must outline procedures for conducting nomination and election procedures for executive board positions. **Please include both parts a and b.**
   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.

15. Include recall and vacancy procedures for executive board. Recall procedures for removing members is highly recommended but not required.

16. A statement that all amendments will be submitted to the Campus Affairs Commission of the University of Wisconsin-Eau Claire Student Senate for approval before taking effect.

17. A statement that outlines the responsibilities of the organization advisor, who must be a “current” on-campus member of the University of Wisconsin-Eau Claire faculty or staff. Organizations are permitted to have multiple advisors, including off-campus advisors, but must maintain a primary University of Wisconsin-Eau Claire faculty or staff advisor at all times.

18. A statement that the organizations’ annual renewal requests, new organization requests, funding requests, and name change requests will be submitted by a **current student member of the organization.**

19. A statement that the organization will update their Blugold Connect profile, (Constitution or Constitution form, officers, advisor consent form, and membership roster), and complete the online Student Organization Leaders Training-Kaleidoscope, annually, **by October 15th.**

**ENFORCEMENT CLAUSE:** The Campus Affairs Commission of the University of Wisconsin-Eau Claire 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 UWEC requirements for constitutions, the Campus Affairs Commission of Student Senate reserves the right to revoke a campus organization’s recognition status.