

Guidelines for Writing a Constitution for Recognized Organizations

*This is a sample constitution to assist in your own document development. The sections **in bold** must be included.*

Article I: Name of Student Organization

- State the name of your student organization

Article II: Mission Statement

- State the mission of your student organization

Article III: Membership

The Statement of Non-Discrimination must be included per SAS, Chapter 202, Section 8, a, 3

- **General membership must be open to all students on campus without any requirements other than being enrolled in at least 1 credit at the University of Nevada, Reno.**
- **If your club is affiliated with a national organization then you can require members to meet the requirements of that national organization.**
- **You can have an “active member” level with requirements (i.e. has to pay dues or has to attend a certain number of events per quarter or year) You can restrict officer positions to only “active members”**
- **Must include the ASUN Statement of Non-Discrimination**
 - **“[Organization] does not discriminate with respect to membership on the basis of race, color, creed, religion, national origin, age, sex, gender identity, socio-economic status, physical or mental impairment, or sexual orientation”**

Article IV: Officer Titles and Responsibilities

- List the title of each officer (be sure to note if any officer is a shared position, i.e. co-chairs)
- List the general responsibilities of each officer

Article V: Officer Election or Selection Process

- Describe the process to elect or select officers each term
- Describe the general date when election or selection must be completed (i.e. by Week 5 of Spring Quarter)
- Describe the general start and end dates for officer terms (i.e. starts Week 5 of Spring Quarter and ends Week 4 the following Spring Quarter)

Article VI: Voting Eligibility, Quorum, and Majority

- Define who from your membership is eligible to vote
- Define the eligibility requirements to be an eligible voter
- Define what constitutes a quorum in order to vote (what percentage or fraction of your eligible members need to be present to vote)
- Define what constitutes a voting majority (i.e. simple majority, 2/3, or 3/4)

Article VII: Amendments

- Describe the process to propose any changes to the constitution specifically or to the student organization in general

- Describe the process to ratify (approve) any proposed changes
- Describe the general date when ratified changes will go into effect (i.e. the day after ratification is complete)
- Describe the general date when UNR will be informed of ratified changes (i.e. the day after ratification is complete)

Article VIII: Officer Removal, Appeal, and Replacement Processes

- **Describe the process to remove an officer from position**
- **Describe the appeal process that the officer in question can invoke if being removed**
- **Describe the process to elect or select a new officer for the one removed**
 - *A (Organization) officer is free to resign at any time for any reason, and can only be removed by a 2/3 majority vote*
 - *(Determine what wording and process your club or organization would like to follow)*

Article IX: Meetings

- State the frequency of officer meetings
- State the frequency of membership meetings (i.e. general meetings)

Article X: Committees (only if applicable to your student organization)

- List the name of each committee
- List the general responsibilities of each committee
- Describe the process to join each committee

Article XI: Coaches

1) Coaches Selection & Requirements:

- **Required wording: “The selection of a Competitive Club Sport coach is subject to the approval of the Competitive Club Sport executive officers, Fitness & Recreational Sports (FRS) Department administrators, and the Associate Vice President of Student Life.”**

2) Include a process for executive officers to select a coach to submit for approval to FRS and the AVP of Student Life.

3) Required wording:

- **“Coaches serve as Contingent Workers of the University and must be in full compliance of the University of Nevada, Reno Contingent worker guidelines which include a background check screening.”**
- **“Currently enrolled undergraduate and graduate students are not eligible to serve as coaches and/or in a coaching capacity.”**

4) Coach Removal required wording:

- **“At any time, a Competitive Club Sport coach with Contingent Worker status can be removed from their role and duties as a coach and have their Contingent Worker contract canceled.”**

The Articles above are listed as guidelines for writing your organization’s constitution. Of course, you might have more information that you have included (i.e. – extra Articles) or perhaps something here is not relevant to your group. If you have questions or need assistance in drafting a constitution, feel free to contact your [Club Commissioner](#).