

Constitution Template for Student Organizations

[Directions: Fill in all highlighted portions as directed. Before submission, delete ALL direction statements, including this one.]

All statements in italics are mandatory and may not be changed]

Student Organizations are not required to use this template. If you choose not to, be sure to include all required statements. Student Orgs are welcome to add more sections as needed.

Article I. Name

The name of this organization will be **[type the name of your organization]**. **[Organization names may not include “Pitt” or “Panthers” in front of name. Please refer to the Student Organization Handbook for more details.]**

Article II. Acceptance and Compliance to Registration Requirements and Limitations

*The **[type the name of your organization]** and its membership accept and will fully comply with the requirements and limitations of registration.*

Article III. Limits of Registration

Registered student organizations are student associations and are not official components of the University. Registration does not permit a student organization to use or act in the name of the University, to represent the University, engage in any contractual obligation in the name of the University nor represent the organization as being an official part of the University. Registered student organizations are permitted to have approved external affiliations. Registration expressly permits registered student organizations to only operate on campus. Off-campus activities of registered student organizations are the sole responsibility of the organization, officers and members, unless expressly approved in advance by the University. Membership in a registered student organization and participation in its activities are voluntary and all risks of personal injury, property damage or other losses incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or participant(s).

Article IV. Annual Re-registration

The **[type the name of your organization]** will submit its re-registration application once a year during the defined re-registration process.

Article V. Purpose

The purpose of this organization is to **[state the specific purpose for which your organization has been created]**.

Article VI. Activities

Activities will include: **[state the types of activities your organization intends to hold, i.e. meetings, events, membership bonding, etc.]**.

Article VII. Membership Requirements

1. *Membership is open to currently enrolled Pitt students as defined herein.*
2. *All members must accept and comply with all of the requirements and limitations of registration as a condition of membership.*
3. *Membership in the **[type the name of your organization]** is voluntary and all risk of personal injury, property damage or other losses that occur incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or non-member participant(s). Accordingly, the University of Pittsburgh, its officers and agents shall not be responsible nor liable for any claims or causes of action for damage or loss of property or personal injury of any kind or nature which may arise out of or are incidental to the conduct of any organization's activities or that of any individual's participation in any group-related activity. it is further understood and agreed that it is the responsibility of the officers of the organization to assure that all of the organization's members and non-member participants in all activities sponsored by the **[type the name of your organization]** are fully informed and advised of this ASSUMPTION OF RISK, and in the event any individual member or participant should express or indicate non-acceptance, the organization's officers shall forbid participation and/or membership of such individual. In regard to the organization member or non-member participant Assumption of Risk, the **[type the name of your organization]** acknowledges that the University recommends that the organization members and non-member participants make every effort to arrange for the acquisition of liability insurance sufficient to protect all participants against those risks being assumed. For sport-related organizations, the University recommends that each*

individual have insurance sufficient to allow for any risks by participation, accident or by deficiencies in physical health.

4. *No illegal discriminatory criteria may be used as criteria for membership including those listed in the University of Pittsburgh's non-discrimination policy. These factors include race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. All groups, except those exempt by law, must permit male and female membership. Sport clubs involving physical contact or in which participation is based on competitive skill may limit participation in competition to one sex; provided that, for any for any such sport club engaged in a non-contact sport, unless there is a sport club available for members of the opposite sex, the club must permit try-outs for each sex. Membership can be limited by factors unrelated to status or beliefs and which are also not illegal. Membership can be limited by school, college, department, major and grades, etc. No hazing or illegal discrimination will be used as a condition of membership in the organization.*
5. Other membership requirements include **[State other membership requirements that are legal i.e., school, college, department, major, grades, year in school, etc. If there are no other requirements, state that there are no other requirements.]**
6. **Members must pay [State the financial obligations i.e., dues and how often they should be paid. If there are none state that there are no financial obligations for membership].**

Article VIII. Membership Procedures

Recruitment for membership will take place in **[state when and how recruitment will occur]**. To express interest in joining, potential members must **[state how members join i.e. application process/email/show up to meetings]**. To maintain membership, members must **[conditions for maintaining membership]**. If a member **[state why a member would be removed or made inactive]**, the organization will **[process for removing that member]**. To be reinstated, the member must **[how member can be reinstated if possible]**.

Article IX. Voting Privileges

Voting privileges are limited to currently enrolled Pitt student members in good standing with the organization. **[State any additional requirements to maintain voting privileges or how they are lost].**

Article X. Associate Membership

[Faculty, staff, alumni, or community members can be members of the organization if you like. State who could be an associate member for your organization, how they become members, and how they can be removed – if the organization will not have associate members, delete this section, if you have associate members the text below is required]

Associate members may not vote, hold office nor serve in a formal leadership role. They may participate in organization meetings and activities. Pitt student membership shall comprise of at least 75% of the total membership at all times.

Article XI. Officers

The organization shall have the following officers: **[State all the officers your organization will have – this must include a President, Vice President, and Business Manager. Do not include the specific names of individuals. Note you are only permitted one business manager]**.

Article XII. Terms of Office

The terms of office will be from **[State exact dates for terms of office not including the year i.e. April 15th to April 14th the following year]**

Article XIII. Officers Responsibilities and Duties

The President's responsibilities include: **[state their responsibilities]**.

The Vice President's responsibilities include: **[state their responsibilities]**.

The Business Manager's responsibilities include: **[state their responsibilities]**.

[Include any other officer positions and their responsibilities]

Article XIV. Election of Officers

1. Members interested in running for office or nominating another member should **[state how to nominate members]**.
2. To run for office members must **[state eligibility requirements to run for office]**.
3. The election will take place **[state where and when]**. Votes will be **[how the votes will be cast, counted, and announced]**.
4. To vote, members must be **[state eligibility requirements for voting]**.
5. To be elected, a candidate must obtain **[vote required to elect i.e. simple majority, 2/3, etc.]** of the vote.
6. Officers **[can OR cannot]** hold more than one position.
7. Absentee and/or proxy votes **[can OR cannot]** be cast.
8. A member can contest the election results by **[state process for appealing results]**.

Article XV. Voting Powers of Officers

Officers **[retain or do not retain]** voting rights. **[If certain positions only vote in the case of a tie, specify this]**.

Article XVI. Removal of Officers

If an officer **[state reasons why an officer would be removed]**, the **[members of organization who vote in this matter]** will vote to determine if said officer will be removed. A **[vote required to remove an officer]** is required to remove an officer. To replace this officer **[state how the officer will be replaced – you may refer to vacancy section below if you like]**.

Article XVII. Vacancies

If a position becomes vacant, **[state how the vacancy will be filled and how the decision will be made]**. The term of office for the new officer will be **[state term of office for replacement – generally the remainder of the current term of office]**.

Article XVIII. Committees

*****[If there is no plan to have a committee, this section can be deleted]*****

Committees can be established by **[process for establishing committee]**. They can also be terminated by **[process for terminating committee]**.

[Name of Committee 1]: The chairperson is selected by **[process for selecting chairperson]**. The chairperson's powers and duties include **[state powers and duties of chairperson]**. The purpose of this committee is **[state purpose of committee]**. The responsibilities of this committee include **[state responsibilities of committee]**.

Article XIX. Meetings

Meetings will be scheduled **[state frequency of meetings i.e. once a month, biweekly, etc.]** and **[members who may attend]** may attend. Special meetings may be called by **[who has the power to call special meetings]** with **[amount of notice required for special meeting]**. To conduct and approve official business of the organization, a quorum of **[attendance that must be present at the meeting i.e. 50%]** must be present. The **[chairperson]** will lead meetings. Their responsibilities include **[state chairperson's responsibilities]**. Meeting roles and expectations are as follows **[state meeting roles and expectations]**

Article XX. Finances

*The **[type the name of your organization]** shall fully comply with the University fundraising policies and procedures for registered student organizations.*

*The organization will not maintain an outside bank account if it receives funding from **[Student Government Board OR Graduate and Professional Student Government – If the organization is primarily comprised of undergraduate members use Student Government Board, if primarily graduate members use Graduate and Professional Student Government]**.*

Article XXI. Publications Code

In compliance with the Publications Code for Student Organizations, all publications of the organization will comply with current copywriter laws, be distributed according to policies and procedures, refrain from expressions that are considered obscene or libelous according to current statute, advocate or insight the material interference or physical disruption of the educational process of the peace, order and decorum of the campus, or that advocate or insight imminent, lawless action or the violent overthrow of the government and identify the organization as publisher and specify that the group is a registered student organization at the University of Pittsburgh.

Article XXII. Advisor

The advisor is selected by **[process for selected advisor]**. The advisor can be removed by **[process for removing advisor]**. The advisor's role, responsibilities, duties, and authority are as follows: **[state the role responsibilities, duties, and authority of the advisor]**.
[do not specify name of advisor]

Article XXIII. External Affiliations

External Affiliates include **[state any national organization, or other external affiliations]**. The organization relates to **[external affiliation]** by **[how they relate]**, and the requirements to maintain this relationship are **[requirements of the relationship]**.

*****if no external affiliations you may write "This organization has no external affiliations at this time"*****

Article XXIV. Bylaws

*****if no bylaws, delete this section*****

The organization will **[ways in which the organization will be run/maintained/operated in a consistent manner, i.e. point system, attendance policies, membership expectations, etc.]**.

Article XXV. Amendments

All constitution additions, revisions and deletions must be reported to the SORC. The procedure for amending the constitution is **[procedure for changing constitution]**. Constitution changes require **[vote required to pass a constitution change]**.