**Directions:**

* Fill in each section with information specific to your group.
* You may adapt this guide as needed to reflect the purpose and structure of your group.
* Sections enclosed in brackets “{ }” are intended to be changed.
* Any section highlighted in blue is mandatory language and must be included verbatim to get approved as an RSO.
* Mandatory language may not be changed without prior approval from the Office of Student Involvement.
* Remove blue highlighted formatting

When you are finished, delete the directions from the top of your document and save your constitution as *RSO\_constitution\_year* (example: ScubaClub\_Constitution\_2019-2020).

Constitution

Ratified: {date, mm/yyyy}

## ARTICLE I. NAME

#### The name of this organization shall be {Insert Name of Organization}.

## ARTICLE II. PURPOSE

The purpose of *{Insert Name of Organization}* shall be to:

* {insert description of purpose #1}
* {insert description of purpose #2}
* {insert description of purpose #3}
* {insert description of purpose #3}

## ARTICLE III. MEMBERSHIP

###  In accordance with the institution's policy and established laws, *{Insert Name of Organization}*  will not limit membership and participation in organizational activities  based on age, race, gender, religion, sex, color, nationality, ethnic origin, national origin, marital status, disability, sexual orientation, socio-economic background, political affiliation or veteran status.

 Non-student membership will not exceed {insert a percent that is less than or equal to 49%} of total membership and non-student members may not hold voting privileges or other formal decision-making authority.

 Membership in *{Insert Name of Organization}* shall be open to:

* {membership criteria }
* {membership criteria }
* {membership criteria }

## ARTICLE IV. OFFICER TITLES AND DUTIES

### The office positions in this organization shall be as follows. Non-student members may not serve in officer roles.

### {Officer title 1}: The duties of this officer will be to:

###  {description of duty #1)

### {description of duty #2)

### {description of duty #3)

### {description of duty #4)

### {Officer title 2}: The duties of this officer will be to:

###  {description of duty #1)

### {description of duty #2)

### {description of duty #3)

### {description of duty #4)

### {Officer title 3}: The duties of this officer will be to:

###  {description of duty #1)

### {description of duty #2)

### {description of duty #3)

### {description of duty #4)

### {Officer title 4}: The duties of this officer will be to:

###  {description of duty #1)

### {description of duty #2)

### {description of duty #3)

### {description of duty #4)

## ARTICLE V. OFFICER SELECTION AND REMOVAL

 **The officers of this group shall be selected by:**

{Insert description of officer selection process. Including information about the voting method, margin of victory, run-off process, and voting eligibility if applicable.}

 **An officer in this group may be removed from their position by:**

{Describe the criteria for removing an officer from their positon and the process for doing so. Please be aware that reasons for removing an officer cannot violate UNC policies or federal anti-discrimination laws. In deciding about the procedure to remove and officer, RSOs should use criteria that are reasonable, transparent, and applied consistently.}

## ARTICLE VI. ADVISOR

The Advisor of this group will be selected by {describe selection process and criteria}.

The duties of the Advisor shall be to:

* {describe duty #1}
* {describe duty #2}
* {describe duty #3}
* {describe duty #4}

## ARTICLE VII. MEETINGS

The meetings of this group shall be: {list and describe different meeting types if applicable, describe how often the group should meet, describe who can or should coordinate a meeting}

## ARTICLE VIII. AMENDMENTS

 The procedure for amending this constitution shall be as follows*:*

* {description of first step; typically this section gives information about who can propose amendments and how they may do so}
* {description of next step; typically this gives information about how amendments are approved}