



**Undergraduate
Student Government**
UNIVERSITY OF DENVER

*Undergraduate Student Government
Student Organizations Committee*

Registered Student Organization Constitution Template

Dear Undergraduate Registered Student Organization Leaders,

Hello from the Student Organizations Committee of the Undergraduate Student Government (USG)! Our committee is responsible for the registration, oversight, and support of all registered student organizations (RSOs) at DU. We have created this constitution template to support your organization in creating a constitution that meets the requirements and standards established by the committee and the University of Denver.

The constitution is the guiding document for your organization, so please ensure that you take sufficient time in considering what your organization would like to include. While some articles and statements are required, this template is only meant as a guide for what your constitution might include. As such, you are free to customize it to serve your organization's interests or needs.

Additionally, this document should be a living document that is updated consistently to meet the changing needs of your organization or new requirements established by the university or Student Organizations Committee. The committee requires updates to be made on an annual basis, as all RSOs will submit an up-to-date constitution during the annual re-registration cycle.

The Student Organizations Committee and the Office of Student Engagement are here to support you throughout your journey as an RSO! Should you have any questions about the constitution, RSO licensing process, or running your RSO, please don't hesitate to contact us at usgorgs@du.edu at any time.

Thank you for all the work that you do in providing an exceptional experience to our students and serving our community at the University of Denver.

Yours in service,

USG Student Organizations Committee

Instructions:

When designing your constitution, please keep the following in mind to ensure that your constitution will meet the requirements and standards established by the USG Student Organizations Committee and the University of Denver:

- This sample constitution outlines the basic structure of a constitution that meets the requirements and standards set by the USG Student Organizations Committee and the University of Denver. You are free to decide the order in which your articles appear and whether to add additional articles beyond those included in this template. The layout of this sample constitution is meant to serve as a guide for your organization.
- All articles or sections marked with **Required** are required to appear in your constitution. All articles or sections marked with **Conditionally Required** are required in certain cases. All articles or sections marked with **Recommended** are highly encouraged. Please review the considerations and information provided for each article or section to determine whether the article is required in your constitution and how to best incorporate it.

A full example constitution is given at the end of the template for your reference with specific language samples you adopt for your own constitution.

Please note that the USG Student Organizations Committee reserves the right to review an organization's constitution and request the appearance of the officers of an RSO to present the rationale of any part of their constitution at any time.

If you have any questions, please contact the USG Student Organizations Committee at usgorgs@du.edu

Title Page

Required

The title page should contain basic information about your organization such as your organization name, current academic year, officer and advisor information. The information listed below is required to appear on the title page. Outside of the required information, you can customize the title page to include your logo, mission statement, motto, org introduction, etc. You can also create any artistic design so long as it is legible and all required information is included.

Organization Name

Academic Year

President: (Name, contact info)

Vice President: (Name, contact info)

Treasurer: (Name, contact info)

Advisor: (Name, contact info)

Constitution Adopted: (Date of last review/edits)

Organization Established: (Date – if known – organization was founded at DU)

Articles

Article 1: Organization Name - Required

Section 1: Name

The name of the organization established within this constitution shall be the University of Denver (Insert Organization Name), hereafter referred to as (Insert Organization Name or abbreviation).

The formal name listed should be the same as that listed on CrimsonConnect.

Article 2: Purpose – Required

Section 1: Learning Objectives

The learning objectives of the organization should describe the educational value that the organization is providing to its members. This can be through stating intended educational outcomes or the minimum expectations for involvement in the organization such as meeting or events.

Section 2: Campus and Community Action Steps

Your action steps describe how your organization's objectives will be completed. Action steps can include guest speakers, student presentations, student events, etc. Please cite specific activities or events that your organization has planned for the academic year. Avoid citing ambiguous, general activities such as "tabling" or "speaking event."

Section 3: Community Service

DU is committed to being a great private university for the public good. To this end, each RSO is strongly encouraged to contribute something back to the DU community or the greater Denver communities by participating in some form of community service activity during the year. This is where you should outline the contributions your organization will make to the DU and surrounding community. If you are proposing a community service-based program, please focus this section on what service activities your organization will be executing.

Article 3: Affiliations – **Conditionally Required**

This article is only required if your organization is affiliated with an external organization and/or if your organization receives external funding.

Section 1: Organization Affiliations

This organization is affiliated with (cite any local, regional national, or honors organization that your club is affiliated with).

Section 2: External Funding

This organization receives external funding from (cite external source) and has filed a disclosure statement with the USG Student Organizations Committee.

**This statement is only required if your organization receives external funding from a local, regional, national, or honors affiliation **

Article 4: Membership – **Required**

****One** of the options in Section 1: Membership is required to appear **exactly as written below** in your constitution. It is recommended that it is copied and pasted directly into your constitution.**

(Option 1) Section 1: Membership

Voting members and officers of this organization must be enrolled undergraduate students at the University of Denver. Faculty, alumni, graduate student, or other non-students are encouraged to attend but may not vote, hold office, or be counted in the organization's membership.

(Option 2) Section 1: Membership

At least 75% of voting members and officers of this organization must be enrolled undergraduate students at the University of Denver. Graduate students may be counted in the organization's membership but may not exceed 25% of the general membership. Faculty, alumni, or other non-students are encouraged to attend but may not vote, hold office, or be counted in the organization's membership.

Section 2: Dues

If applicable, list dues requirements (amount, frequency of payment, and consequences of non-payment).

Section 3: Selection and Recruitment

Describe the process of new members joining the organization and how your organization plans on recruiting new members.

Section 4: Member Expectations – Recommended

This section should outline the expectations the RSO has of active members.

Considerations:

- Is there a minimum number of RSO events or meetings a member must attend per quarter/year?
- Does your RSO require members to be in good conduct standing with the university?
 - Will the organization outline what [status outcomes](#) are cause for concern related to a member's participation in the organization?

Section 5: Member Removal – Recommended

This section is intended to provide a process for the removal of a member should a concern arise.

** If a member reportedly violated any University policy or community standard, it is expected that the organization **does not** conduct any internal investigation in lieu of reporting to the appropriate University office(s) (i.e: Student Rights & Responsibilities, Equal Opportunity & Title IX. Etc.).*

*As applicable, it is expected that the organization will refer the alleged violation to the appropriate University office. **The organization does not have authority to decide if a student did or did not violate University policy.** The organization does have the authorization to decide the member's standing in the organization **after** all appropriate University processes have concluded.*

** What if a member has a pending investigation with SRR/EOIX?*

Unless there has been a finding of responsibility through a formal resolution, any allegation, received by the Office of Equal Opportunity & Title IX and Student Rights & Responsibilities, is presumed to be made in good faith and the person alleged in the concern is to be presumed not responsible. University offices are limited in what can be shared about student records.

If the organization has information that is of concern, that information should be shared with the appropriate University office(s) at [DU Report It](#). If the organization has additional concerns about a member's ability to continue to be involved pending a resolution, the organization should reach out to the appropriate office and request a review regarding involvement. Please note, an organization may not have all the relevant information and simply being a part of an investigation is not sufficient reason for removal.

Any questions about specific University processes can be directed to the applicable offices. (SRR@du.edu; TitleIX@du.edu; campus.safety@du.edu)

Considerations:

- What process will be followed if the outlined membership expectations of the RSO are not met by a member and/or someone joining the organization?
- Will it be a member's responsibility to share information regarding their university standing with RSO Executive Leadership and/or an advisor?
- What will be the process for re-instating a member?
- Will there be an option for appeal? What will that process be?

Conditionally Required:

** If a Member Removal section is included, the following statement is required to appear exactly as it is written below in your constitution. It is recommended that it is copied and pasted directly into your constitution in a subsection titled "Referral to University Process". **

It is expected that if a member of the organization has reportedly violated any University policy or community standard, this violation shall be reported to the

appropriate University Office(s) (i.e.: Student Rights & Responsibilities, Equal Opportunity & Title IX. Etc.) and the organization **will not under any circumstances** conduct its own internal investigation in lieu of reporting to the appropriate University Office.

If the organization Executive Board has additional concerns about a member's ability to continue to be involved **pending** a resolution of a process being handled by a University Office, the organization's Executive Board and Staff Advisor should reach out to the appropriate office and request a review regarding involvement.

Article 5: Budget Planning – **Required**

Section 1: Budget Planning

Each Registered Student Organization is provided with a base allocation from the USG Finance Committee to help with the costs of running a program (supplies, instruction, guest speakers, etc). Please provide a brief overview of how you plan on using your funds throughout the academic year. Consider carefully what your program's essential needs are, and tailor your budget to reflect those needs. This is not an application for finances. This is just a way to gauge your org's budget throughout the academic year.

Conditionally Required:

If Article 4, Section 1 of your constitution allows for up to 25% of your membership to include graduate students, this section **must include a stipulation that the organization's funding and USG supplemental funding cannot be used for events held exclusively for Graduate members.*

Article 6: Officer Positions and the Executive Board - **Required**

Section 1: Officers

List the titles of the officer positions that will comprise the executive board of the organization. Please remember that every student organization must have at least the roles of a president, vice-president, and treasurer. You can customize the

names of the positions, so long as the roles remain the same. Please note, student organizations are free to add further E-board position than is required. Do not include the individual names of the students holding each position, as this information should only be included on the cover page each year.

** Please **do not** place current student officer names on any other part of the constitution other than the title page. The title page is meant to be updated annually as part of the re-registration process. The article containing the officer position description should only outline the duties and requirements of your organization's officer positions.*

Conditionally Required:

If Article 4, Section 1 of your constitution allows for up to 25% of your membership to include graduate students, your Constitution **must include the following stipulation in Article 6: The President, Treasurer, and three-fourths of all the organization's officers must be undergraduates.*

Subsection 1: The President

The President shall (list specific duties and functions of this position).

Subsection 2: The Vice President

The Vice President shall (list specific duties and functions of this position).

Subsection 3: The Treasurer

The President shall (list specific duties and functions of this position)

Subsection 4: Additional Officers

(list specific duties and functions of additional officer positions)

Section 2: The Electoral Process

This section outlines the electoral process for officers. You are free to decide the process for how officers will be elected, so long as the following requirements are met:

- The process is open to all eligible members of the organization. The organization may establish eligibility requirements, such as a required length of membership in the organization.
- The process is competitive and not appointed. This can happen through direct elections, applications and interviews, or other competitive selection means. At no time shall another officer or advisor make a direct appointment of an officer candidate without the candidate first being selected through a competitive process.
- There is compliance with applicable university policies on nondiscrimination and equal opportunity.

Section 5: Officer Removal – Recommended

This section is intended to provide a process for the removal of an officer should a concern arise.

** If an officer reportedly violated any University policy or community standard, it is expected that the organization **does not** conduct any internal investigation in lieu of reporting to the appropriate University office(s) (i.e: Student Rights & Responsibilities, Equal Opportunity & Title IX. Etc.).*

*As applicable, it is expected that the organization will refer the alleged violation to the appropriate University office. **The organization does not have authority to decide if a student did or did not violate University policy.** The organization does have the authorization to decide the member's standing in the organization **after** all appropriate University processes have concluded.*

** What if an officer has a pending investigation with SRR/EOIX?*

Unless there has been a finding of responsibility through a formal resolution, any allegation, received by the Office of Equal Opportunity & Title IX and Student Rights & Responsibilities, is presumed to be made in good faith and the person alleged in the concern is to be presumed not responsible. University offices are limited in what can be shared about student records.

If the organization has information that is of concern, that information should be shared with the appropriate University office(s) at [DU Report It](#). If the organization has additional concerns about an officer's ability to continue to be involved pending a resolution, the organization should reach out to the appropriate office and request a review regarding involvement. Please note, an organization may not have all the relevant information and simply being a part of an investigation is not sufficient reason for removal.

Any questions about specific University processes can be directed to the applicable offices. (SRR@du.edu; TitleIX@du.edu; campus.safety@du.edu)

Considerations:

- What process will be followed if an officer is not upholding their duties as outlined in the RSO Constitution?
- Will the other Officers of the executive board vote on recall/removal?
 - Or will a vote of this kind be opened to the full membership of the organization?
 - Is there a minimum vote that must be met for an action to move forward?
- Will it be an officer's responsibility to share a change in their university standing with the rest of the RSO Executive Leadership and/or an advisor?
- What will be the process for re-instating an officer?
- Could an officer be recalled (dropped down to member status) without necessarily being fully removed from the organization?
- Will there be an option for appeal? What will that process be?

Conditionally Required:

** If an Officer Removal section is included, the following statement is required to appear exactly as it is written below in your constitution. It is recommended that it is copied and pasted directly into your constitution in a subsection titled "Referral to University Process".**

It is expected that if an officer of the organization has reportedly violated any University policy or community standard, this violation shall be reported to the

appropriate University Office(s) (i.e.: Student Rights & Responsibilities, Equal Opportunity & Title IX. Etc.) and the organization **will not under any circumstances** conduct its own internal investigation in lieu of reporting to the appropriate University Office.

If the organization Executive Board has additional concerns about a member's ability to continue to be involved **pending** a resolution of a process being handled by a University Office, the organization Executive Board and Staff Advisor should reach out to the appropriate office and request a review regarding involvement.

Article 7: Statement of Non-Discrimination – **Required**

The statement in Section 1: Statement of Non-Discrimination is required to appear exactly as it is written below in your constitution. It is recommended that it is copied and pasted directly into your constitution.

Section 1: Statement of Non-Discrimination

In keeping with the University of Denver's policy of nondiscrimination, this organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunities to hold office.

Article 8: Statement of Non-Hazing – **Required**

The statement in Section 1: Statement of Non-Hazing is required to appear exactly as it is written below in your constitution. It is recommended that it is copied and pasted directly into your constitution.

Section 1: Statement of Non-Hazing

This organization will not conspire to engage in any act, even if committed with the Effective Consent of all parties, which endangers the psychological or physical health or safety of a person, or by which a person is encouraged to engage in

conduct that a reasonable person would consider to be humiliating, when the act is explicitly or implicitly a condition of admission into, affiliation with, or continued membership in any group. Actively or passively encouraging these acts is also prohibited.

Article 9: Statement of Compliance – **Required**

The statement in Section 1: Statement of Compliance is required to appear exactly as it is written below in your constitution. It is recommended that it is copied and pasted directly into your constitution.

Section 1: Statement of Compliance

This organization shall comply with all university, campus, and undergraduate student government policies and regulations and with local, state, and federal laws.

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Sample Constitution



DU Pancake Club

Academic Year: 2023-2024

President: Tanner Anderson

tanner.anderson@du.edu

Vice President: Christopher Miofsky

christopher.miofsky@du.edu

Treasurer: Allie Tookmanian

allie.tookmanian@du.edu

Chief Recipe Officer: Chris Roby

christopher.robby@du.edu

Staff Advisor: Jessie Stellini

Jessie.stellini@du.edu

Mission: “Bringing pancakes to the students of DU”.

Established: September 2019

Article 1: Organization Name

Section 1: Name

The name of the organization established within this constitution shall be the University of Denver Pancake Club hereafter referred to as DU Pancake Club.

Article 2: Purpose

Section 1: Learning Objectives

The DU Pancake Club shall strive to teach members the best recipes and methods for cooking pancakes. Through participation in the DU Pancake Club, members will be able to cook the most fluffy and delicious pancakes on campus.

Section 2: Campus and Community Action Steps

The pancake club shall create community on the DU campus by conducting at least one pancake cooking meeting and at least three recipe instruction meetings per quarter. Additionally, the organization will host one campus-wide pancake cookoff per academic year.

Section 3: Community Service

The pancake club will contribute to the University of Denver and surrounding community by running a food drive at least once per academic year. The food items collected will be donated to the DU Food pantry and other food pantries throughout the Denver area.

Article 4: Membership

Section 1: Membership

Voting members and officers of this organization must be enrolled undergraduate students at the University of Denver. Faculty, alumni, graduate student, or other non-students are encouraged to attend but may not vote, hold office, or be counted in the organization's membership.

Section 2: Dues

Members of the DU Pancake Club will be required to contribute one box of their favorite pancake mix per academic year.

Section 3: Selection and Recruitment

Students wishing to join the DU pancake club must join the club on Crimson Connect. There are no other requirements to become a member of the DU Pancake Club. The club will conduct outreach each quarter through tabling and membership emails.

Section 4: Membership Requirements

Members shall be required to attend at least one pancake cooking meeting per academic year in order to gain the skills mentioned previously.

Section 5: Membership Removal

Subsection 1: Cause for removal

Any member of the organization may be removed for sufficient cause. Sufficient cause for removal could include but is not limited to:

- violation of the RSO constitution or bylaws,
- findings of responsibility from Student Rights & Responsibilities or Office of Equal Opportunity & Title IX,
- or any conduct/behavior toward the organization or members deemed inappropriate to the best interests of the organization.

Subsection 2: Removal Process

Should sufficient cause arise, the member being considered for removal shall meet with the DU Pancake Club President, Vice President, and Staff Advisor to review the concern.

- If one of the two officers is the member being considered for removal, refer to officer removal procedures.
- If one of the two officers has a conflict of interest related to the concern, another officer may be substituted for the purposes of the meeting.

If it is determined by the DU Pancake Club President & Vice President, following such meeting, that there is sufficient cause for removal, a 51% majority vote by

the DU Pancake Club Officers will be sufficient to remove the member from the organization.

At the time of removal, length of removal must be established, but may be determined on a case-by-case basis:

Ex: member shall be removed for at least 2 quarters

Ex: member shall be removed until such time that their status with the university is once again in good standing.

Subsection 3: Appeal

If a member believes they have been unfairly removed, that member may request a meeting with the DU Pancake Club Executive Board and Staff Advisor to share their concern.

This appeal may be raised to the Undergraduate Student Government Judicial branch for review and consultation.

Subsection 4: Referral to University Processes

It is expected that if a member of the DU Pancake Club has reportedly violated any University policy or community standard, this violation shall be reported to the appropriate University Office(s) (i.e.: Student Rights & Responsibilities, Equal Opportunity & Title IX. Etc.) and the DU Pancake Club **will not under any circumstances** conduct its own internal investigation in lieu of reporting to the appropriate University Office.

If the DU Pancake Club Executive Board has additional concerns about a member's ability to continue to be involved **pending** a resolution of a process being handled by a University Office, the DU Pancake Club Executive Board and Staff Advisor should reach out to the appropriate office and request a review regarding involvement.

Article 5: Budget Planning

Section 1: Budget Planning

The base allocation awarded to Pancake Club will be used to purchase the following:

- Student Org Fair marketing materials & table give-aways:
 - 100 printed flyers
 - 50 mini-spatulas
- Pancake ingredients for our first General Body Meeting
 - Pancake mix for 50
 - Syrup for 50
 - Chocolate chips & Fruit mix ins

Article 6: Officer Positions and the Executive Board

1. Section 1: Officers

Subsection 1: The President

The President shall be responsible for determining and facilitating regular and officer meetings for the club. The president shall also be responsible for communicating with the organization's advisor and any university entities on behalf of Pancake Club.

Subsection 2: The Vice President

The Vice President shall assume all duties of the President in their absence. The Vice President shall also be responsible for delivering regular communication about club events and announcements to the members of Pancake Club. The Vice President will also be responsible for overseeing club advertising and social media accounts.

Subsection 3: The Treasurer

The Treasurer shall be responsible for maintaining the finances of the club and records of all accounts. The treasurer shall be responsible for making purchases on behalf of Pancake Club and communicating with financial entities of the university on behalf of the club.

Subsection 4: Additional Officers

The Chief Recipe Officer shall be responsible for creating and implementing the best recipes that Pancake club will be using at its pancake cooking events. The Chief Recipe Officer shall also be responsible for educating members on the recipes used by the organization.

Section 2: The Electoral Process

All officer positions within Pancake Club will be elected through a direct vote of the membership. Each position will be elected for each academic year.

Elections will take place during week five of Spring Quarter to determine the officers for the upcoming academic year. To be elected to a position, a candidate must receive at least 51% of the vote of the membership. If no candidate reaches this threshold, a runoff election will be conducted.

There are no additional requirements to be elected to an officer position.

Section 3: Recall and Removal of Officers

Subsection 1: Cause for removal

An Officer of the DU Pancake Club may be removed for sufficient cause. Sufficient cause for removal could include but is not limited to:

- violation of the DU Pancake Club constitution or bylaws,
- Not upholding the duties of their position as outlined in the DU Pancake Club constitution
- findings of responsibility from Student Rights & Responsibilities or Office of Equal Opportunity & Title IX,
- or any conduct/behavior toward the organization or members deemed inappropriate to the best interests of the organization.

Subsection 2: Removal Process

Should sufficient cause arise, the officer being considered for removal shall meet with the other Pancake Club Executive Board Officers and Staff Advisor to review the concern.

- If any of the additional officers has a conflict of interest related to the concern, they will be exempt from this meeting.

If it is determined following such a meeting, that there is sufficient cause for removal, a 51% majority vote by the other DU Pancake Club Officers will be sufficient to remove the Officer from their Officer role.

At the time of removal, length of removal must be established, but may be determined on a case-by-case basis:

Ex: Officer shall be permanently removed from their officer position until the next election cycle, but may remain an active member of the DU Pancake Club

Ex: Officer shall be removed from their officer position and the DU Pancake Club until such time that their status with the university is once again in good standing, at which time they may return as an active member and will only be eligible for an officer role through the formal election process/cycle.

Subsection 3: Appeal

If an officer believes they have been unfairly removed, that member may request a meeting with the DU Pancake Club Staff Advisor to share their concern.

This appeal may be raised to the Undergraduate Student Government Judicial branch for review and consultation.

Subsection 4: Referral to University Processes

It is expected that if an officer of the DU Pancake Club has reportedly violated any University policy or community standard, this violation shall be reported to the appropriate University Office(s) (i.e.: Student Rights & Responsibilities, Equal Opportunity & Title IX. Etc.) and the DU Pancake Club **will not under any circumstances** conduct its own internal investigation in lieu of reporting to the appropriate University Office.

If the DU Pancake Club Executive Board has additional concerns about a member's ability to continue to be involved **pending** a resolution of a process being handled by a University Office, the DU Pancake Club Executive Board and Staff Advisor should reach out to the appropriate office and request a review regarding involvement.

Article 7: Statement of Non-Discrimination

Section 1: Statement of Non-Discrimination

In keeping with the University of Denver's policy of nondiscrimination, this organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunities to hold office.

Article 8: Statement of Non-Hazing

Section 1: Statement of Non-Hazing

This organization will not conspire to engage in any act, even if committed with the Effective Consent of all parties, which endangers the psychological or physical health or safety of a person, or by which a person is encouraged to engage in conduct that a reasonable person would consider to be humiliating, when the act is explicitly or implicitly a condition of admission into, affiliation with, or continued membership in any group. Actively or passively encouraging these acts is also prohibited.

Article 9: Statement of Compliance

Section 1: Statement of Compliance

This organization shall comply with all university, campus, and undergraduate student government policies and regulations and with local, state, and federal laws.