**Rosenberg Center for Student Involvement**

**University of Baltimore**

**STUDENT ORGANIZATION CONSTITUTION GUIDELINES**

Student organizations are required to submit an updated and or ratified constitution to CSI (via

CampusGroups) each year. If any changes are made outside of the registration period, the newest version must be updated to CampusGroups. In order to be considered for approval, student organization constitutions must comply with the following format, including the exact sequence of articles and verbatim language as indicated below. This document should be used as a guide while completing the organization’s official constitution.

**[Insert Student Organization Name] Constitution**

**Section I –** Name

This constitution establishes [Student Organization Name] with the acronyms [Insert Acronym] as a part of the University of Baltimore.

Explanation: The name of the student organization must be original and unlike any other registered organization, to see a list of organizations click here - https://involvement.ubalt.edu/club\_signup. The name should reflect the character and doings of the student organization. Any organization acronyms must be referenced in this article. If the organization is affiliated with an outside organization, that must be referenced in this article under section IV.

**Section II –** Purpose

The [Student Organization Name] will [insert student organization purpose and mission].

Explanation: The purpose of the organization must be clearly stated and must be unique from all other currently registered organizations.

**Section III –** Membership

All members of [Student Organization Name] must be a currently enrolled University of Baltimore student. All officers must maintain good academic standing. Faculty and staff may be associate members; however, they may not vote or hold an officer position. All members must be in good academic standing.

NON DISCRIMINATION STATEMENT

The University of Baltimore is committed to providing a working and learning environment, free from all types of discrimination prohibited by State and Federal laws, including discrimination on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, genetic information, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristics. State and Federal laws prohibiting discrimination on these bases include, but are not limited to: Title IX of the Education Amendments of 1972 as amended ("Title IX"); Title VII of the Civil Rights Act of 1964; Title VI of the Civil Rights Act of 1964; The Age Discrimination in Employment Act of 1967; the Americans with Disabilities Act and the Americans with Disabilities Amendments Act; Section 504 of the Rehabilitation Act of 1973; and Title 20 of the State Government Article of the Annotated Code of Maryland..

Title IX prohibits sex discrimination and provides, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” The University’s requirement not to discriminate on the basis of sex extends to admission and employment.

The University has implemented policies prohibiting discrimination on these bases and procedures for resolving complaints of discrimination. Inquiries or complaints regarding sex discrimination prohibited by Title IX, including Sexual Harassment and Other Sexual Misconduct should be directed immediately to the Title IX coordinator, Suzanne Tabor, phone: 410.837.5036, [T9@ubalt.edu](mailto:T9@ubalt.edu). Please see the Sexual Harassment and Other Sexual Misconduct Policy. Inquiries or complaints regarding Title IX may also be directed to the Assistant Secretary for the Department of Education. The local Office of Civil Rights for the Department of Education is located at: The Office of Civil Rights, Philadelphia Office, U.S. Department of Education, The Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107-3323, [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov). Please visit the Sexual Harassment and Other Sexual Misconduct Policy for a listing of other external offices that accept and review complaints of sex discrimination.

Inquiries or complaints regarding other forms of discrimination, such as complaints of discrimination on the basis of race, color, ethnicity, national origin, age, disability, genetic information, religion, sexual orientation, gender identity or expression, veteran status, marital status, or other legally protected characteristics should be directed immediately to the following offices: For complaints of discrimination perpetrated by a student: Dean of Students, Office of Student Support, Academic Center, Room 112, phone: 410.837.4755, [studentsupport@ubalt.edu](mailto:studentsupport@ubalt.edu); please see the Non-Discrimination Policy and Procedures – Complaints Against Students. Complaints of discrimination perpetrated by an employee or third party: Office of Human Resources, Charles Royal Building, Third Floor, 410.837.5410, [hr@ubalt.edu](mailto:hr@ubalt.edu); please see the Non-Discrimination Policy and Procedures – Complaints Against Non-Students. Please visit these non-discrimination policies for a listing of external offices that also accept and review complaints of discrimination on these bases.

Explanation: The above non-descrimination statement must be included in the constitution for all organizations registered with CSEI.

**Section IV –** Affiliation

[Student Organization Name] is only affiliated with the University of Baltimore. OR

[Student Organization Name] is affiliated with the University of Baltimore as well as [Outside Organization Name].

Explanation: List all affiliated organizations in the text above, including (local, state, national, etc.) If the organization is not affiliated with an outside organization then use the first statement listed above.

# Article II – Governing Structure

The governing body of [Student Organization Name] shall consist of two distinct and separate branches: Executive Board and General Membership. The precedence of [Student Organization Name]’s governing documents from greatest to least are as follows:

1. Federal and State laws
2. Handbooks, codes, and policies of the University of Baltimore
3. The Henry and Ruth Blaustein Rosenberg Center for Student Involvement (hereinafter referred to as CSI) Policies and Procedures Manual
4. The constitution of [Student Organization Name]
5. The bylaws of [Student Organization Name]
6. The most recent version of *Robert’s Rules of Order (if applicable for your organization)*

Majority shall be established as 51% of the members on the roster in attendance of each meeting.

# Article III – Executive Board

**Section I** – President

1. Represents the [Student Organization Name].
2. Calls special meetings of the entire organization or board when deemed necessary.
3. Ex-officio member of organization related committees.
4. Call special elections when necessary.
5. Preside over all executive meetings.
6. Signs all necessary correspondences.
7. Serves as a backup to the treasurer, co-signing financial correspondences when needed.

f. [Add additional roles as needed]

**Section II** – Treasurer

1. Handles all financial transactions for [Student Organization Name].
2. Keeps an accurate record of all income and expenditures.
3. Reports frequently to the President and general membership on the financial status of the organization.
4. Co-signs all financial correspondences along with the President.
5. [Compiles the monthly external account audit, and submits it to the Allocations Board] *if applicable*
6. [Add additional roles as needed]

**Section III** – [Third Officer Position Title]

Example: Vice President

a. Will assist the President with all organization matters.

b. Will facilitate general board meetings.

c. Represents the executive board on all organization related committees.

d. [Add additional roles as needed]

**Section IV** - [Fourth Officer Position Title]

Example: Secretary

a. Maintain all organization records on CampusGroups.

b. Draft and publish meeting agendas and minutes on CampusGroups.

c. Maintain organization emails.

d. Maintains the organizations CampusGroups webpage.

e. [Add additional roles as needed]

**Section V** - [Fifth Officer Position Title]

Example: Event Coordinator

a. Plan and execute assigned events.

b. Maintain consistent communication with Vice President.

c. Drafts and publishes post-event forms on CampusGroups.

# Article IV – Communication

[Student Organization Name] will operate using an open communication structure within the group, its Advisor, the general student body as well as the Center for Student Involvement.

**Section I –** Meetings

* + Meetings will be held on an ongoing basis while school is in session. All meetings will be advertised and listed on CampusGroups as well as other approved media outlets. Time and location will be determined by a common agreement between members.
  + There will be a meeting agenda for every Executive and General Board meeting published on CampusGroups.
  + Executive Board and General Board meeting minutes will be posted into the CampusGroups files section and made available for public viewing.
  + Electronic voting on CampusGroups is acceptable only if the voted item has been on at least one meeting agenda and has been thoroughly discussed in an in person meeting.
  + Every meeting will be facilitated by an executive officer.

**Section II –** Electronic Communication

* + The organization’s Advisor and/or the Center for Student Involvement (studentorgs@ubalt.edu) will be carbon copied on every business email as appropriate.
  + Emails sent to the President must have the Vice President carbon copied.
  + Voting shall not take place via texting or social media.

**Section III –** Official Organization Social Media Accounts

Student organization social media accounts must adhere to the policies set forth by the University System of Maryland. Those policies are located at: [file:///C:/Users/Ub74k81.CIS/Downloads/V120.pdf](file://localhost/C:/Users/Ub74k81.CIS/Downloads/V120.pdf)

# Article V – Elections

**Section I –** Voting

All registered members listed on CampusGroups are allowed to vote. All officers appointed by the President shall be approved by consent of the general membership.

**Section II –** Eligibility

* + Any active member of the [Student Organization Name] is eligible to be nominated for an officer position.
  + Any active member of the [Student Organization Name] can nominate oneself for an officer position.
  + Must be in good academic standing with University of Baltimore standards OR those set forth by [Student Organization Name].
  + [Please include further eligibility, nomination and election processes]

Explanation: Eligibility requirements apply to newly elected as well as members filling vacancies

**Section III –** General Election Process

Elections for office shall be conducted by secret ballot. Elections will be held annually between March and April of the spring semester. Newly elected members shall begin their terms on May 1st following transition trainings. A majority vote is required for election for any office. In case of a tie, a runoff election will take place between the candidates shall be held the following week.

**Section IV** – Interim Election for Vacancies

Should a position become vacant, the interim process must be started immediately and the position must be filled within ten business days.

* + - Nominations of candidates for [Student Organization Name] officer positions shall be presented from the floor of a general meeting by the presiding officer of the organization. All nominees must be current organization members. Any active member may nominate any other active member for office.
    - Positions shall be constituted by a majority vote. If there is a tie of votes casted, all candidates will reintroduce themselves and proceed with another election until a majority vote is decided.

# Article VI – Vacancies

**Section I** – Resignation

Any member/officer of [Student Organization Name] reserves the right to resign their position at any time. Motions to resign must be submitted in writing to the Advisor and President at least ten business days prior to regularly scheduled meetings.

* + Any vacancy of the Presidency shall result in the succession of the Vice President to Presidency.
  + If the Vice President cannot assume the role of President, an interim election shall take place as soon as possible to elect a new President within ten business days.

**Section III** – Officer Removal

[Student Organization Name] reserves the right to remove a member of the organization for violating any of the policies and procedures written in the documents listed in the Governing Structure section of this constitution pending a 2/3 vote of the Executive Board.

* + A Vote of No Confidence must take place and must pass by 2/3 vote of members listed on CampusGroups in order to initiate the removal process.
  + A motion for removal must be submitted by an executive board member in writing to the Advisor and President no sooner than ten business days after the Vote of No Confidence has passed.
  + If impeaching the President and a Vote of no Confidence has passed, a motion for removal must be submitted to the Advisor by an executive member.
  + Once a motion is received it must be submitted to the Center for Student Involvement student organizations team.
  + The Center for Student Involvement will conduct a secret ballot.

1. If the ballot passes, the officer will be removed from office immediately.
2. If the ballot fails, the officer will remain in position. The officer may resign if they choose to do so.

Explanation: A Vote of No Confidence is not a vote to immediately remove an officer. It is a vote portraying the lack of confidence in the officer in question to complete their duties. If a Vote of No Confidence is passed by 2/3 majority vote, a majority of the organization agrees there is no confidence in the officer in question. Should the vote fail, the officer in question will remain in position.

# Article VII – Financials

**Section I** – The Treasurer is the manager of [Student Organization Name]’s internal (and external, if applicable) accounts.

**Section II** – [Student Organization Name] abides by the policies and procedures listed in the Center for Student Involvement Policy and procedures manual as well as put forth by the Students Allocations Board. For more information regarding policy, please follow this link: <https://involvement.ubalt.edu/orgmoney/home/>

# Article VIII – Advising

**Section I** – Primary Advisor qualifications and duties

1. Must be a full time professional faculty or staff member of the University of Baltimore.
2. No part time staff or graduate students may serve as the official Advisor.
3. Will facilitate the student led operations of [Student Organization Name].
4. Must have a basic knowledge as to the purpose, structure and history of the organization.
5. Needs to provide guidance to [Student Organization Name] to attain their goals.
6. Will be responsible for approving group’s finances and budgets.
7. Be knowledgeable of the University policies as well as state and federal laws that affect the activity of the organization.
8. Maintain consistent communication with the organization officers.
9. [Add additional roles as needed]

For more information to further define the Advisor’s role in [Student Organization Name], please follow this link: <https://involvement.ubalt.edu/csi/advisor-requirements/>

**Section II –** Secondary Advisor qualifications and duties (If applicable)

1. Will facilitate the student led operations of [Student Organization Name].
2. Must have a basic knowledge as to the purpose, structure and history of the organization.
3. Needs to provide guidance to [Student Organization Name] to attain their goals.
4. Will be responsible for approving group’s finances and budgets.
5. Be knowledgeable of the University policies as well as state and federal laws that affect the activity of the organization.
6. Maintain consistent communication with the organization officers.

**Section III –** Center for Student Involvement Advisor

The Coordinator of Student Activities, for Student Organizations acts as a secondary Advisor for all organizations in the areas of Policy and Procedure, as well as a support for all organization advisors.

# Article IX – Amendment(s) to and Ratification of the Constitution

[Student Organization Name] reserves the right to create amendments to articles and sections established by the student organization. They may also establish and maintain bylaws to further develop the policies and procedures of this constitution and the organization. *Amendments can only be made to the information that the organization has provided. No amendments can be made to any article in blue text.*

Amendments and bylaws must receive majority vote to carry and be approved. All amendments and bylaws must be submitted to the Advisor at least ten days prior to the next scheduled meeting. The President has ten days to veto amendments and bylaws. If no action or approval is made within ten business days, the bylaw or amendment becomes official.

The undersigned student(s) of the University of Baltimore, after 2/3 affirmative votes of active members, does hereby agree to follow the guidelines of this constitution.

President: Date:

Treasurer: Date:

Officer: Date:

Officer: Date:

Recognized by CSEI: Date:

Amendments made to this constitution will be reviewed by the Center for Student Engagement and Inclusion to ensure they are in compliance with the policies and procedures, University of Baltimore and University System of Maryland policies, and State and Federal laws. Any amendments submitted for review that may benefit current officers will go into effect until those officers term of officer has expired. General amendment approval may take up to 30 days.

**Article X – Additional Organizational Created Articles (Optional)**

Examples of articles that could be included in the constitution:

Article XI – Organizationally Charged Dues

Explanation: Charging dues is a way for groups to add funding to their budget. Keep in mind that charging dues is allowed but discouraged because it can affect your allocated budgets. If your group were to charge dues, follow this example:

[Student Organization Name] will charge annual dues in the amount of [$10] at the beginning of every fall semester. These dues will be deposited into the organization’s internal account and will be used to facilitate events on campus.

Dues will be charged to students for specific events listed below:

* + Annual homecoming dance
  + Spring Break Trip
  + National Honor Society

The charging of dues does not exclude students from attending Student Allocations Board funded (student fees) events, meetings and other activities.

Article XII – Active Member Status

Explanation: There may be a requirement for members to meet in order for them to be considered an active member of a group. There is the option to add additional requirements that are applicable to the group.

Example: In order to be considered an active member of [Student Organization Name] you must complete the following:

* + Attend a minimum of 7 meetings per semester.
  + Attend a minimum of 4 events per semester.
  + [Add additional requirements as needed]

Article XIII – Required Activities

Explanation: Required activities can be applied to specific members or the organization as a whole. If there are specific duties that must be done, they need to be thoroughly explained.

[Student Organization Name] will participate in the annual Community Service Day. [Student Organization Name] will also attend at least 3 other organization’s meetings per semester.

* + [Add additional requirements as needed]

**Article XI – Bylaws**

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Explanation: Bylaws are rules and/or regulations created to help regulate and control the organization. Bylaws must be approved and voted on by at least 2/3 of the Executive Board before they take fruition.