

# **Constitution of Name of Organization at the University of Miami**

Updated: \_\_\_date\_\_\_

## **Article I. Name**

This organization shall be named Name of Organization at the University of Miami. **{{INCLUDE IF APPLICABLE}}** Name of Organization may also be referred to as **{{ACRONYM}}**. (Organization names cannot start with “UM” or “University of Miami” or “The”)

## **Article II. Statement of Purpose**

### **Section 1. Guiding Principles**

The purpose of Name of Organization is to **{{INSERT}}** This portion should briefly reflect the goals of the organization and what purpose/mission it serves as a formal summary of the aims and values of the organization. It should align with the originally approved purpose initially presented to and accepted by COSO (Keep to 1-2 sentences).

### **Section 2. Objectives**

The objectives of Name of Organization shall be to:

- **{{INSERT AS BULLETS}}**
- This portion should focus on specifically HOW the organization will fulfill its guiding principles.
- Through meetings?
- Will you host certain events annually?
- Include goals for the organization.

## **Article III. Affiliation Statement**

This organization will not be affiliated with another organization. **{{OR}}** This Organization shall be affiliated with **{{INSERT}}** This is for organizations that are affiliated with a specific department (ex: Butler Center for Service and Leadership, Federation of Club Sports, etc.) or for organizations affiliated with a national organization. **Please include the affiliation letter following COSO’s Affiliation Letter Template as an addendum to this constitution.**

## **Article IV. Organization Category**

The category of this organization is **{{INSERT CATEGORY}}**  
Academic/Honorary/Professional, Club Sports (for organizations affiliated with the Federation of Club Sports), Communities, Community Outreach and Social Change, Greek Life, Health & Wellness, Media & Publications, Multicultural and Identity-Based, Performing Arts, Programming Boards, Recreational Sports, Religion and Spirituality

## Article V. Responsibility

**Name of Organization** shall comply with all University of Miami policies and procedures, including but not limited to those policies set forth in the Student Rights and Responsibilities Handbook, The Student Organization Handbook, COSO Guidelines, and if applicable, SAFAC guidelines, as well as local, state, and federal laws.

## Article VI. Membership

### Section 1. General Membership

- A. Membership of **Name of Organization** shall be open to all University of Miami students in good Academic Standing, who have paid their Student Activity Fee, and are currently enrolled as a full-time student (minimum of 12 credits (undergraduate)/9 credits (graduate)). **Name of Organization** shall not discriminate on the basis of race, color, sexual orientation, religion, sex, national origin, age, physical handicap, marital status, veteran's status, gender identity, gender expression, political affiliation, religious affiliation or any other discriminatory factor, real or perceived, in any of its policies, procedures, or practices.

### Section 2. Active Membership

- A. Active Membership in **Name of Organization** is defined as those students who **{{INSERT}}** Specify what it means to be ACTIVE within this organization. Make it specific to your organization and your mission statement. If attending a certain percentage of meetings is a requirement, please specify what types of meetings will count towards the requirement and **assign an E-board member to take attendance under position description below.** Members you deem active must participate in the objectives you list above. This means members are defined as those who attend X percentage of events, X percent of general body meetings, or maybe X percentage of volunteer outreaches, etc. but you can define being a member in other ways as well. **If your organization collects dues, you MUST specify the exact \$ amount here. THE MORE DETAIL, THE BETTER!**
- B. Benefits of Active Membership include the right to vote and run for Executive Board positions (if eligibility requirements are met, see below), and **{{INSERT}}**.
- C. Should a conflict occur, COSO will refer to active membership as defined here. It is up to the organization to maintain a roster of active members at any given time. This will be utilized to review and approve elections, changes, conflicts.

## Article VII. Executive Board

**Section 1. Positions** Every student organization must have a **PRESIDENT, TREASURER, and 1 OTHER EXECUTIVE BOARD MEMBER, and a full-time faculty/staff ADVISOR.** It is up to the discretion of the organization to decide whether or not they want more members on their executive board. Position titles should be listed in succession order. Please note that the first few lines of president and treasurer are required to be listed in the

constitution. The idea is to have someone accountable for every aspect of the organization (i.e. who is going to carry out this specific responsibility listed under the objectives of this constitution). You must have a minimum of three additional responsibilities under each position contributing to the organization's guiding principles. At any time a position changes, the organization must update Engage and notify COSO so changes in communication can be made.

**A. President**

- i. Serve as the primary contact person for the organization and works with the COSO Liaison.
- ii. Attends the mandatory Student Organization Leadership Development Summit (SOLD)
- iii. Completes mandatory Spring re-registration on Engage
- iv. **{{INSERT RESPONSIBILITIES}}**

**B. Treasurer**

- i. Works with the Student Activity Fee Allocation Committee (SAFAC) Liaison.
- ii. Completes the mandatory treasurer training in order to submit a budget.
- iii. Works with advisor regarding organization finances
- iv. **{{INSERT RESPONSIBILITIES}}**

**C. **{{INSERT THIRD EBOARD MEMBER TITLE}}****

**Section 2. Advisor**

- A. Maintain the organization's budget and access to university-maintained financial records of their respective organizations
- B. Assist student organization with the re-registration process
- C. Facilitate organization elections as outlined in this constitution
- D. **{{INSERT RESPONSIBILITIES}}**

**Section 3. Eligibility Requirements**

Any active member who is nominated and has been active for at least two (2) full semesters is eligible to run for office. **{{OR}}** All active members who have been active for at least one (1) semester are eligible to run for office **{{OR}}** meets active membership requirements.

Students who are studying abroad at the time of the election **{{OR}}** selection but will return to campus for the start of the term of office are eligible to apply **{{OR}}** run **{{AND/OR}}** vote in organization elections if they meet all other eligibility requirements and were considered an active member in good standing the semester prior to studying abroad.

**Section 4. Length of Term**

The length of the term of office for Executive Board members shall be for one (1) academic year: Spring to Fall **{{OR}}** Fall to Spring.

**Section 5. Installation**

Installation of new Executive Board members will occur in the spring **{{OR}}** fall semester and is to be facilitated by the advisor and/or exiting executive board.

## Section 6. Vacancies/Succession

- A. If a vacancy occurs in the President position, the successor, determined by the subsequent position listed in order specified in Article VI Section 1, will fill the role until a special election takes place for the President position at a time and place determined by the Executive Board.
- B. If a vacancy occurs in any other position, a special election will be held to fill that current position. **{{OR}}** If a vacancy occurs in any other position, an Active Member will be chosen via a majority vote by the Executive Board **{{OR}}** active membership .

If you have a different process for procedures, election, and voting, please include in detail

## Section 7. Impeachment/Removal of Executive Board

- A. Petition  
A unanimous decision of the Executive Board must agree **{{OR}}** two-thirds (2/3) of active members must sign a petition to ask for impeachment of the executive board member.
- B. Process  
All parties including active members, the Executive Board, Advisor, and the Executive Board member being impeached, and the COSO Chair must be notified at least two (2) weeks in advance of the impeachment hearing. This notice must include a summary of the specific misconduct by the executive board member, in direct violation of their roles outlined in Article VI. The impeachment hearing must occur during the semester.
- C. Hearings  
The moderator of the impeachment hearing will be the Advisor and if necessary, a COSO executive board member. Three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. Each side will be given the opportunity to present their case and the active members may ask questions. The vote should occur with both sides still present in the room, but must be kept anonymous. A two-thirds (2/3) vote of Active members present is needed for conviction and removal. The hearing must be conducted in Robert's Rules.

## Article VIII. Elections

### Section 1. Timeline

Annual election of **Name of Organization** Executive Board shall occur during the Spring semester **{{OR}}** Fall Semester at a time and place determined by the Executive Board.

### Section 2. Procedures

- A. Facilitation  
The Advisor and a non-returning Executive Board Member or a non-running active member appointed by the Executive Board will facilitate the elections. This appointed member is to remain neutral and relinquishes his or her right to vote. The Advisor must be present at the elections in order for the elections procedures to be viewed as valid.
- B. Eligibility  
Any active member who is nominated and has been active for at least two (2) full semesters is eligible to run for office. **{{OR}}** All active members who have been

active for at least one (1) semester are eligible to run for office {{OR}} any active member who is nominated. **MUST MATCH TEXT FROM Article VII, Section 2.**

Students who are studying abroad at the time of the election {{OR}} selection but will return to campus for the start of the term of office are eligible to apply {{OR}} run {{AND/OR}} vote in organization elections if they meet all other eligibility requirements and were considered an active member in good standing the semester prior to studying abroad.

#### C. Nominations

- i. Nominations for executive board positions shall be opened no later than four (4) weeks prior to the election. {{OR}} Nominations for the Executive Board will take place in a general member meeting at least one (1) week prior to Elections.
- ii. Candidates for the executive board must be nominated by an active member of the organization. Candidates may nominate themselves.
- iii. To be placed in the elections ballot each nomination must be seconded. {{OR}} Nominations do not have to be seconded to be placed in the elections ballot.
- iv. Candidates may be nominated for more than a single office, however, once elected to a position their name shall be removed from consideration for any subsequent office. {{OR}} Candidates may only be nominated for one position.
- v. The nominee must accept their nomination either in person, or in writing to the Facilitator, by a time and date determined by the current Executive Board.
- vi. Current nomination lists shall be sent to organization members no later than one (1) week prior to the election. {{OR}} Current nomination lists shall be sent to organization members no later than one (1) day prior to elections taking place.

#### D. Voting

- i. Only active members have the right to vote.
- ii. The sequence of voting for Executive Board will be in the same order as the positions are listed in Article IV, Section 1.
- iii. A candidate for office need not be present at the Election. If a candidate cannot be present at the election, he/she may have a facilitator present on their behalf. {{OR}} Candidates must be present at the election in order for it to be valid. The position to be voted on will be announced and all the candidates for said position will be presented to the Active Members.
- iv. The position to be voted on will be announced and all the candidates for said position will be presented to the Active Members. The candidates will then exit the room. {{OR}} The position to be voted on will be announced and all the candidates for said position will be presented to the Active Members. Candidates will remain in the room.
- v. One Candidate at a time will return to the room to give a brief speech followed by questions from the active members present. Time limits for speech and question shall be determined by the executive board. {{OR}} Candidates will be allowed to give a timed presentation on their platform and why they feel they should be elected to a specific position.
- vi. After all Candidates for said position have presented before the active members present, voting for that position will occur.
- vii. Candidates will be asked to leave the room during the voting. Candidates who are also voting shall be permitted to cast votes in writing prior to the vote.
- viii. Executive board members shall be elected by a majority of voting members present at the election meeting provided quorum is met. Quorum is defined as {{INSERT}}% of active membership. If more than two candidates are running for any office,

successive votes shall be taken until one candidate receives a majority vote. In successive votes, the candidate receiving the fewest votes shall be eliminated.

**{{OR}}** Candidate with the majority vote wins. In case a candidate does not receive a majority, successive votes shall be taken until one candidate receives a majority vote. **{{OR}}** Candidate will be elected by popular vote of the Active Members present provided that quorum is met. Quorum is defined as **{{INSERT}}**% of active membership.

- ix. The candidate(s) that did not win may choose to roll down his or her nomination to the next elected position up for election.

It is up to the discretion of the organization to decide an election procedure that works best for them. Some popular methods have been voting, interviews, and applications. If you have a different process for procedures, election, and voting, please write out this process above.

## **Article IX. Committees**

### **Section 1. Standing Committees**

There are no standing committees at this time. **{{OR INSERT HERE}}**

Standing committees are up to the discretion of the organization and are typically overseen by an executive board position. If you choose to have standing committees, please give a specific description of the purpose and function of the committee.

### **Section 2. Special Committees**

Special Committees may be appointed at the discretion of the Executive Board.

## **Article X. Advisor**

Organizations are required to have full-time University of Miami faculty or staff members. The Advisor of Name of Organization shall be a full-time faculty, administrator, or staff member at the University of Miami. This individual is responsible for the management of all accounts, events, as well as being present at annual elections. Student organizations are permitted to have up two (2) advisors for each organization; however, one must be chosen as the main contact for SAFAC, Workday, and all financial purposes.

## **Article XI. Meetings**

### **Section 1. General**

General member meetings will be held at least **{{INSERT}}**.

### **Section 2. Executive Board**

Executive Board meetings will be held at least **{{INSERT}}**.

### **Section 3. Special**

Special meetings will be held at the discretion of the Executive Board.

## **Article XII. Discipline**

### **Section 1. Reason**

Misrepresentation of the organization or behavior that is detrimental to its guiding principles and/or objectives.

### **Section 2. Process**

A mandatory meeting between the member being disciplined, the advisor, and the President shall be held at a time and place agreed upon by all parties involved.

### **Section 3. Consequences**

Based on the severity of the action, the member will be disciplined accordingly. Sanctions will be determined during the mandatory meeting by the President, with the approval of the Advisor, with the most severe form of discipline being the revocation of Active membership status.

## **Article XIII. Maintaining Active Student Organization Status**

### **Section 1. Requirements**

- A. The president must attend SOLD at the beginning of the Fall Semester.
- B. The organization must complete re-registration in the Spring.
- C. The organization must update the Constitution every three years.
- D. To be considered an organization in good standing and registered with COSO, student organizations must adhere to all University of Miami policies and regulations, as well as meet the requirements established by COSO. Adhere to the University of Miami's policies specified within the Student Organization Handbook, COSO Guidelines, SAFAC Guidelines and the Student Rights and Responsibilities Handbook. Failure to follow any of the guidelines, requirements, or other information outlined in these documents could result in an organization's deactivation at the discretion of COSO.

### **Section 2. Engage**

- A. The Engage portal must be updated with all changes in the executive board in order to maintain active standing.

## **Article XIV. Amendments to the Constitution**

### **Section 1. Submission**

Amendments to this constitution shall be submitted to the Executive Board in writing.

### **Section 2. Process**

- A. 100% of the Executive Board must be in agreement for adoption of the amendment.
- B. If 100% of the Executive Board is not in agreement, a vote of Active membership must occur.
  - i. Notification of changes to the constitution must be made at least two (2) weeks before voting occurs.
  - ii. Three-quarters (3/4) of the Active membership is needed before voting can occur. A two-thirds (2/3) vote of Active members present is needed for the adoption of the amendment.

### **Section 3. Final Approval**

Amendments must be presented to the Committee on Student Organizations for approval prior to implementation. The amendment is not final until an updated constitution is submitted and approved.

## **Article XV. Dissolution of the Organization**

### **Section 1. Process**

**Name of Organization** may be dissolved after dissolution is approved by the Executive

Board and by a vote of three-quarters (3/4) of Active members, provided that a notice of the vote on dissolution is furnished to all Active members at least sixty (60) days prior to the vote.

**Section 2. Obligations**

Upon dissolution, the Executive Board will utilize assets of the organization to pay all obligations and expenses of the organization.

**Section 3. Approval**

Notice of dissolution must be presented in writing to the Chair and Advisor of the Committee on Student Organizations and must include the reason for dissolution.

Ensure that the signatures are either handwritten or through a secure electronic signature platform like AdobeSign

President Date

Treasurer Date

Third Executive Body Member Date

Advisor Date