

# **RSO Constitution Template**

## **How to Use This Template:**

A constitution is a written document that establishes the rules and guiding procedures of an organization. This template was created to help you write a constitution.

In the template below, you will find an outline of a generic constitution. In each section, there are instructions on how to make this template your own. **Words written in red are instructions.** **Words written in blue are an example.** **Words in black must be included.**

We recommend following these steps to write your constitution in a timely and efficient manner:

1. Hold an E-board meeting with the leaders of your organization specifically for writing your constitution.
2. Establish who is responsible for completing the constitution and follow up with them
3. Go through this template section by section, filling in information appropriate to your organization. Delete the instructions as you complete each part.
4. Once you have a drafted version of your constitution that all the E-board members are happy with, consider bringing it before your members and receive any feedback they may have to offer.
5. After all feedback has been addressed, you should create the last version of your constitution to upload to our form on OrgCentral

### **Important Notes:**

**Please be sure to update the date on the enabling clause.**

**Delete this page before submission!**

Need help? Email [studentorg@psu.edu](mailto:studentorg@psu.edu) or visit us in HUB 103 and ask for an Organization Consultant

# Registered Student Org Name (OrgName)

Insert your organization's official name as written on [OrgCentral](#) above.

## Article I – Name and Affiliation

### i. Name

- a. The official name of this organization shall be the [Registered Student Org Name](#), known herein as [OrgName](#).

List the name of your organization. Follow the example.

### ii. Affiliation

- a. The [OrgName](#) is not affiliated with any national organization, it is local to the University Park Campus.

If your RSO is affiliated with an off-campus entity, or on-campus department, list that here. You can find your previous affiliation paperwork under your Documents section of your [OrgCentral](#) page.

## Article II – Mission Statement

- i. The mission of this organization shall be to mentor students who are facing academic probation or are struggling to meet the university academic requirements. We will provide students with the necessary assistance to make their college experience an enjoyable one.

Your mission statement is your purpose, what you exist to do. This highlights what your group values and how it is different from other organizations

## Article III – Membership

- i. Any Graduate or Undergraduate student at Penn State University Park is eligible to join the [OrgName](#).

You will determine any additional criteria for membership and list it after the above.

- ii. An accurate listing of our members must be maintained on [OrgCentral](#), with a minimum of 10 student members
- iii. Only University Park student members are eligible to hold officer positions, solicit funds, and vote. Faculty/Staff, Alumni, or Community members are not permitted to make decisions on behalf of the organization, solicit funds, or vote
- iv. RSOs, following the University's Non-Discrimination Policy will not discriminate membership based on any protected class outlined at [PSU Policy AD91](#)

### v. New Members and Recruitment

- a. All new members will be given full disclosure during recruitment, including but not limited to:
  - i. New Membership Manual (if applicable)
  - ii. Schedule of New Member Events and Activities (if applicable)

- iii. A list of responsibilities
    - iv. A copy of the University Hazing policy, prescribed by [Policies and Rules for Student Organizations](#)
  - b. All members reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
  - c. All interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.
- vi. **Non-Hazing Compliance Statement**
  - a. [The OrgName](#) and The Pennsylvania State University does not tolerate hazing. Hazing is prohibited for any University recognized or sanctioned organization, student, or other person associated with an organization operating under the sanction of or recognized by the University.
  - b. Organizations or individuals found responsible for hazing under this Policy, whether occurring on or off campus, will be subject to disciplinary action by the University, and may also face criminal charges under state law, including The Timothy J. Piazza Antihazing Law, 18. Pa. C.S. § 2801, et seq.
  - c. Annually, [the OrgName](#) will share the [University Hazing Policy](#) with the entire membership, prescribed by [Policies and Rules for Student Organizations](#).
- vii. **Membership Mediation**

How do you handle conflict between members and member removal? Write out your process below. You do not need to use the process outlined in the template text and can insert your own process

- a. In the case of violations of constitution policies and/or a conflict between members, the highest-ranking officer not involved in the instance, with assistance from the RSO Advisor (and/or Student Leadership and Involvement staff), will facilitate a mediated conversation
  - b. The mediation will occur outside of a normal RSO meeting; include opportunities for both parties to speak; allow facilitation of a resolution between members
- viii. **Membership Removal**
  - a. Membership may be removed if a member is found to violate any proceedings or fails to meet membership criteria outlined above
  - b. If a member is at-risk of removal, the President will have a meeting with the Member to let them know of their at-risk status prior to removal and outline immediate and sustainable changes that must occur to maintain membership
  - c. If a member fails to make the necessary changes, the executive board will vote on removal and the outcome will be shared with the member in question
  - d. Officer removal/replacement is outlined in the Officers section

#### **Article IV – Officers**

co-President and co-Treasurer are not permitted. President/Treasurer may not be held by the same student at the same time

**i. Executive Officers**

**a. PRESIDENT (required position)**

- i. Presides over all executive and membership meetings
- ii. Always represent OrgName and all members in the best way possible

List the responsibilities and duties of the President, specific to your organization. Use a separate bullet point for every duty.

**a. TREASURER (required position)**

- iii. Keep financial records updated and accurate
- iv. Balance OrgName's financial transactions and all accounts with Penn State Associated Student Activities (ASA account)

List the responsibilities and duties of the Treasurer, specific to your organization. Use a separate bullet point for every duty.

v.

**b. EVENT PLANNER (required position)**

- vi. Create and manage events on behalf of the organization
- vii. Works with staff and the university in the planning of events
- viii. Serves as a resource within the organization regarding event planning and marketing

List the responsibilities and duties of the Event Planner, specific to your organization. Use a separate bullet point for every duty.

**c. SAFETY OFFICER (if dance/physical activity RSO. If not – delete this section)**

- ix. May be same student in other officer positions
- x. Must be present at all RSO practices/performances when physical activity is planned
- xi. Must provide certificate of completion of Adult CPR/AED and Standard First Aid from a University approved organization (American Red Cross, American Heart Association, Emergency Care & Safety Institute)
- xii. Must sign a "Safety Officer Acceptance of Responsibility" form
- xiii. Will verify safety of facilities and equipment prior to activity and will attend to any injured members
- xiv. Will complete and submit a University Incident report/Accident report form for any incidents/accidents that occur

**d. INSTRUCTOR (if dance/physical activity RSO. If not – delete this section)**

- xv. May be same student in other officer positions
- xvi. Must be knowledgeable in RSOs style of activity
- xvii. Will instruct all participants on proper techniques
- xviii. Must sign "Instructor Acceptance Information" form
- xix. If RSO is active outside of the academic year, the instructor must also be present and participate in instruction

- xx. Must provide certificate of completion of Adult CPR/AED and Standard First Aid from a University approved organization (American Red Cross, American Heart Association, Emergency Care & Safety Institute)

**Does your organization have any other officers? Add their role and responsibilities in the same format here.**

**ii. Election of Officers**

**a. Term of Office**

- i. Each Executive Officer position shall be elected once every academic year in the Spring Semester
- ii. The incoming officers shall serve from the Fall to Spring Semester of the following academic year

**How long is the term of your elected officers? Define the terms above.**

**b. Election Procedure**

- i. Elections shall be conducted electronically on OrgCentral no later than the last week of classes in the Spring Semester preceding the beginning of term of office. OrgCentral provides an opportunity for secure elections. / Elections shall be conducted through a vote of all members present during the announced election meeting
- ii. No one involved in conducting the elections may be an official candidate

**How will elections take place? How many votes are necessary to be elected? What other election procedures do you use in your organization?**

**c. Officer Removal**

- i. If an officer is at-risk of removal for violating organizational policies or culture, or a failure to complete their duties, the President and Advisor will have a meeting with the Officer to let them know of their at-risk status prior to removal and outline immediate and sustainable changes that must occur to maintain an officer position. If the President is the officer at-risk of removal, the next highest-ranking officer and advisor will meet with the President.
- ii. If the changes are not met or sustained and an officer needs to be removed, the Executive Leadership/Membership must have a discussion and vote
- iii. The highest-ranking officer and advisor will notify the officer immediately

**d. Officer Replacement**

- i. If an officer needs to step down, or has been removed outside of regular election time, the OrgName Executive Board will appoint a replacement officer / Will hold an election to replace the officer

**How will officers be removed or replaced should they no longer be able to do their job? Expand on the procedure in this section. Enter that procedure above.**

**Article V – Operating Procedure**

**i. Meetings**

- a. A meeting of the OrgName shall be held no less than bi-monthly and no more than weekly.
- b. Adequate advance notice must be given to all student members.

How frequently will your organization hold meetings? Is there an attendance requirement for certain rewards or recognitions? How will members be notified of meetings? Enter procedure above.

**ii. Decision-Making Process**

- a. The Executive Board shall put-to-vote any decisions being made concerning the general membership of the OrgName to the membership / executive leaders.
- b. A Majority vote of all members (or exec) present constitutes a passing vote

How will decisions be made in your organization? How will decisions be shared to your membership? Enter procedure above.

**iii. Amending the Constitution and Bylaws**

- a. Amendments to this document may be made at any point at which the Executive Board or membership sees fit to make changes / The constitution will be reviewed annually

How can this document be amended? Who can make amendments? When can amendments be made? Enter procedure above.

- b. Amendments must pass an affirmative vote following the Decision-Making process above and be presented to the entire membership
- c. All amendments must be submitted and approved by the Student Leadership & Involvement Office as an updated constitution to ensure compliance with university regulations
- d. Constitution Renewals are due to the Student Leadership & Involvement Office every 2 years but may be submitted sooner. Student Leadership & Involvement will contact RSO leadership at the time of renewal

**Article VI – Advisors**

**i. Requirements of the Faculty/Staff Advisor**

- a. The advisor must be a full-time faculty/staff member on the University Park Campus, selected by the Executive Board
- b. If our organization has a Co-Advisor, that advisor may be a University Park Campus faculty/staff member, or a current Graduate Assistant (GA) or Graduate Teaching Assistant (TA), or a Non-PSU Community member affiliated with your organization
- c. Co-Advisors are not required

**ii. Duties of the Faculty/Staff Advisor**

- a. The advisor shall be available to mentor the students in the general membership and assist them with procedures when necessary

- b. Advisors/Co-Advisors do not have voting rights
- c. Advisors/Co-Advisors may not conduct business on behalf of the organization

What are the duties/responsibilities of your advisor? Enter your advisor's role above

### Article VII – Financial Statement

#### i. Finances

- a. All organizational funds will be deposited and handled exclusively through the Associated Student Activities (ASA) office in HUB 240
- b. The RSO will not have an off-campus bank account

#### ii. Funding

- a. The dues for members of the OrgName shall be no more than ten dollars a semester to be collected by the second meeting after the Involvement Fair
- b. The OrgName will hold fundraisers at a minimum of once a semester to bring in additional funding on top of dues to be used to further our mission
- c. The OrgName will submit for UPAC (University Park Allocation Committee) funding at least 40 academic days in advance of any planned activities

Will your organization collect dues? How much? What can they be spent on? Who determines how much the dues are? Will your organization fundraise? How often? Will you apply for UPAC Funding? Enter above.

### Article VIII – Enabling Clause

- i. This Constitution was reviewed and ratified by the Executive Board on **October 15<sup>th</sup>, 2022**, at a regular body meeting
- ii. The entire membership and Executive Board have reviewed and agree to this document

Update the date to when you voted on this constitution.

### Additional Procedures (if available)

If your RSO has additional procedures/bylaws, please include them here

### Additional Information

if applicable – delete any that do not pertain to your RSO

- i. **Safety Considerations for High-Risk RSOs Only (delete if not applicable)**
  - a. No member will use any undue force in contact activities
  - b. Members will not use any weapons in conjunction with OrgName's activities
  - c. All members will wear safety equipment as outlined in the Participation Waiver during all OrgName activities
  - d. Members will sign and acknowledge the Participation Waiver as a condition of membership
  - e. Any violation of safety is grounds for immediate removal of membership
- i. **Contact with Minors for RSOs interacting with minors Only (delete if not applicable)**
  - a. This RSO will abide by University policy AD-39 and AD-72

- b. A designated officer (listed in Officers section above) will maintain all records related to AD-39 and AD-72.
  - c. The designated officer will maintain a record of all member clearances
- i. **National Organization Recognition for RSOs affiliated with external entities Only**  
(delete if not applicable)
  - a. Documentation affirming national recognition has been provided to the Student Leadership & Involvement Office

How to Submit:

- RENEWALS on <http://orgcentral.psu.edu> and scroll down under CAMPUS LINKS
- NEW ORG Applicants on <http://orgcentral.psu.edu> > Name Icon > Submissions > Org Registrations