

SKELETON CONSTITUTION

*****PLEASE PAY SPECIAL ATTENTION TO THE ITALICIZED AREAS BELOW; THESE PROVISIONS MUST APPEAR IN YOUR CONSTITUTION IN ORDER FOR YOUR ORGANIZATION TO BE GRANTED RECOGNITION*****

An organization's constitution is a written document that incorporates the organization's basic principles and rules and defines the way in which it will be governed. All constitutions must include:

THE PREAMBLE-- The preamble states the *purpose of the organization and makes clear that the purpose and activities of the organization are lawful and not in conflict with university policies and regulations*. (Affiliation with an extramural organization should not, in and of itself, affect recognition of an organization.)

ARTICLE I - NAME OF ORGANIZATION-- An *organization's name* may not duplicate the name of any other recognized group. If UW-_____ or _____ is used in the title, please place it at the end of the organization name (i.e., The Jolly Laughters of UW-_____). Exceptions to this requirement must be recommended by SLIC or the comparable campus committee and approved by the Dean.

ARTICLE II - MEMBERSHIP-- Membership within the local and affiliated organizations *must be open without regard to age, race, creed or religion, color, handicap, sex, national origin, ancestry, sexual orientation or political affiliation*.

NOTE: Participating membership must include at least three (3) students in good academic standing.

ARTICLE III - OFFICERS-- This section should contain

- a list of the officer positions available within the organization;
- qualifications required for holding office;
- method of electing officers;
- when elections are to be held; and
- a description of officer duties when not otherwise addressed.

ARTICLE IV - EXECUTIVE COMMITTEE-- This section states

- the makeup of any executive committee, board, or council which is formed; and
- the method of selection and term of office for members of any such committee, board, or council.

Provisions for filling vacancies in offices and other executive positions may be included in a section under this article.

ARTICLE V - MEETINGS-- This section states regular meeting time and makes provisions for calling special meetings. If meetings cannot be held regularly, authority to call meetings may be stated here.

ARTICLE VI - FINANCES-- This section provides for membership dues and establishes the *procedure to be used for disbursement of funds in the event the organization is dissolved. (If Student Government funds are allocated to an organization that is dissolved, those funds will be returned to SGA upon the organization's dissolution.)*

ARTICLE VII - AMENDMENTS-- This section contains information about how to make amendments to the constitution. Making an amendment requires that previous notification be given to members, in writing, and also a two-thirds or three-fourths affirmative vote of members voting for its adoption.

ARTICLE VIII - RATIFICATION-- This section may or may not be necessary. If more than a majority of those present is desired, a special article should be included.

ARTICLE IX - DATE OF CONSTITUTION

Amending the constitution should not be too easy, and the constitution should always carry the date it was last reviewed. It is a good idea to insert in parentheses the dates of which amendments are passed. *Constitutions must be reviewed and updated a minimum of every three (3) years*. Constitutions on file in the office of the Student Government Advisor will be deemed official by the university and the Student Government Association.