

I. Article I: Name of the Organization

- a. The name of this official University of Northern Colorado club and organization shall be: _____.

II. Article II: Purpose and Mission Statement

- a. {_____} will abide by all University policies as well as local, state, and federal laws.

- b. The mission of the _____ is:
i.

- c. Our purpose is to enrich the UNC experience of students by offering a structured athletic environment and for participants to develop leadership, fiscal management, conflict resolution skills, foster life-long friendships, and represent UNC regionally and nationally.

III. Article III: Membership Guidelines

- a. Parameters of Membership Requirements:

- i. \$_____ (dues) per individual member, per _____ for RSO dues.

1. RSOs may collect dues from members to fund their activities. All dues collected must be deposited into the RSO's account as soon as possible at the Student Club Business Services Office. Officers and members may not hold dues in personal accounts (including Venmo).
2. Additional membership parameters set by the RSO Officer Board:

- ii. In accordance with the University's policy and established laws, {name of organization} will not limit membership and participation in organizational activities based on race, religion, gender, age, national origin, disability, sexual orientation, gender identity, gender expression, military service, or political affiliation.
- iii. Non-student membership will not exceed 49% of total membership and non-student members may not hold voting privileges or other formal decision-making authority.

IV. Article IV: Officer Responsibilities

- a. President/Primary Contact: Main leadership role and contact person for the Office of Student Engagement
 - i. The President/Primary Contact shall be charged with overseeing and administrating all general aspects of the _____ . Including general season operations, events, campus collaborations, and fundraising opportunities.
 - ii. Attend all required trainings (refer to RSO manual for details)
 - iii. Other duties include: (Examples Below)
 - 1. Community Outreach & Community Service
 - 2. Organization of Club Meetings and Events
 - 3. Event Venue Request and Collaboration
 - 4. Will cooperate with the Student Club Business Services Office, Treasurer, and all other officers in managing and coordinating club finances and fundraising events
 - 5.

- b. Vice-President/Secondary Point of Contact: The second leadership role and individual who takes over Presidential duties if necessary.
 - i. The Vice President/Secondary Point of Contact shall assist the President in carrying out their duties and obligations.
 - ii. Fulfill the role of the President if the President is unable to fulfill their duties and obligations.
 - iii. Attend all required trainings (refer to RSO manual for details)
 - iv. Other duties include:
 - 1.

- c. Treasurer/Financial Authority: Individual who is the treasurer and takes lead on financial management and responsibility.
 - i. The treasurer/financial authority is responsible for managing the organization's finances.
 - ii. Attend all required trainings (refer to RSO manual for details)
 - iii. Other duties include:
 - 1. Collect and deposit dues payments to the Student Club Business Services Office (if applicable)
 - 2. Establish handling processes and procedures for all fundraisers
 - 3. Maintain accurate accounting of all organization funds
 - 4. Attend funding meetings and financial authority training hosted by the Office of Student Organizations
- d. Risk Management Officer: Individual who handles any risk management/conflict resolution issues internally in the club (if applicable)
- e. Internal Accountability Officer: any internal judicial board (if applicable)
- f. ADD ANY AND ALL OTHER OFFICER POSITIONS WITH DESCRIPTIONS
 - i.

- g. Non-student members may not serve in officer roles.

V. Article V: Officer Selection and Removal

- a. Each officer will serve for a one-year term. Officers may be reelected or volunteer for up to three consecutive terms. Individuals may only hold one Officer position at a time. Officers can be appointed one of three ways:
 - i. Volunteers will be accepted for every officer position.
 - ii. Officer positions must be finalized on BearCave rosters by September 15th
 - iii. If more than one member were to volunteer for the same position, then the club would hold democratic elections to determine who will hold that position.
 - iv. Officers may, at any time, voluntarily vacate their position. In such instances, an individual must take over the officer position, update BearCave roster, and inform the Office of Student Engagement within 2 weeks.

- v. Other questions to consider: (skip if not applicable)
 - 1. Will elections be online or in person?
 - a. _____
 - 2. Will you use a simple majority or other criteria to determine who is selected?
 - a. _____
 - 3. When will officers be selected and how? (Nominations?)
 - a. _____
 - 4. Are there limits on how long an officer may serve?
 - a. _____
 - 5. What happens if an officer steps down?
 - a. _____
 - 6. Can officers be removed from their positions? IF so, what is the process for doing so?
 - a. _____

VI. Article VI: Advisor

- a. The club advisor will fulfill the following:
 - i. Navigate order
 - 1. Ensure that meetings are properly scheduled. They should serve as resource people at most regular meetings as well as attend social and special functions.
 - 2. Assist with the formulation and revision of the constitution and by-laws.
 - 3. Encourage and assist the organization in the setting of group goals. They should also assist in the planning and implementation of events/activities.
 - 4. Work with the officers to promote an efficient administration of the Club.
 - 5. Support the Treasurer in maintaining accurate accounting procedures and in formulating event budgets, fundraising initiatives, travel, and spending money properly.
 - ii. Invest in the Group's Growth
 - 1. Be a facilitator of creativity and innovation for the group.
 - 2. Help the club make decisions, but ensure there is growth, learning, and student development taking place.
 - iii. Communicate and connect
 - 1. The advisor should be prepared to give positive & constructive feedback to the department regarding leadership decisions, event planning, recruitment, etc.
 - 2. There may be times when you will have to intervene in the group to help solve inner-group conflict.

iv. Be the Expert

1. The advisor should be aware of and be able to interpret University policies and any regulations that govern a student organization such as Bear Code and the indicated Club Manual.
2. There may be occasions where the advisor will have to advise your group on the legal ramifications, liability, or inclusiveness of an event or activity.

VII. Article VII: Meetings

- a. The meetings among club officers will take place at _____
_____ (frequency: monthly, weekly, etc- indicate day of week).
- b. The meetings among officers and advisor will take place once a semester, or more, if necessary.
- c. A monthly event with a club officers and the Office of Student Engagement.
 - i. Attendance is required (but not limited to) at least one officer at every event hosted by the Office of Student Engagement
- d. Renewal is mandatory for all student officers and advisors. Renewal Day takes place the first week of classes during the Fall Semester. Failure to attend orientation results in conditional status until components of Renewal Day are completed.
- e. Individual club meeting agreements (skip if not applicable)
 - i. EXAMPLE: Individuals of the club must be in attendance for 2 out of the 3 weekly meetings throughout the semester to remain an active participant in the club.
 - ii.

VIII. Amendments

- a. Any student member of the club may propose an amendment to the constitution and by-laws at any time. Proposed amendments will be voted on during the next monthly officer meeting when the advisor is present. The amendment must be approved by $\frac{2}{3}$ of the voting members to be enacted. Every active member on the roster at the time of the proposed amendment is considered a voting member.

CLUB MEMBER:

Print Name

Signature

Date

CLUB PRESIDENT:

Print Name

Signature

Date

PROFESSIONAL CLUB/ORG STAFF MEMBER:

Print Name

Signature

Date