

Registered Student Organization Constitution & Bylaws Checklist

This checklist is to aid RSOs in writing their constitutions. The areas mentioned below are required for your organization's constitution and bylaws. RSOs may expand on these points, but without the clear explanation of the items listed below, your organization's constitution and bylaws will not be accepted.

CONSTITUTION

The constitution establishes the purposes of the RSO and serves as the essential governing document.

Name of Registered Student Organization

- The name must match the name listed on GetInvolvedUC.
- If the organization uses the University's name in conjunction with an RSO's name, the RSO must include the word "student," "students," "club," or "at the University of Cincinnati" within the name of the RSO.

Purpose

Describe the rationale for why and what purpose the RSO is being established.

- The RSO must fill a need not currently met by an existing RSO on campus.

Membership

Describe who can be a member and how to become a member.

- Full membership in an RSO is limited to full-time or part-time matriculating students at the University of Cincinnati.
- Full membership entitles members to full voting privileges.
- Honorary membership shall be open to any non-student elected to such membership by a majority of voting members. Honorary members cannot outnumber voting members.
- When an RSO, whether national or local, has selective membership (e.g. honor and recognition societies, professional, service, and social organizations), the selection of members, regardless of any national practices to the contrary, cannot be discriminatory on the basis of age, ancestry, color, disability, gender identity and/or expression, genetic information, military status (including veteran status), national origin, race, religion, sex, sexual orientation, parental status (including status as a foster parent), pregnancy, or any other status protected by law, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.
- In accordance with current federal law, Title IX does not apply to the membership practices of a social fraternity or social sorority if the active membership consists

primarily of students in attendance at the University and the fraternity or sorority is exempt from taxation under the Internal Revenue Code. All other programs and activities of social fraternities and sororities are governed by Title IX.

Officers & Qualifications

Describe what offices the RSO requires and what the requirements are to become an officer.

- The RSO must have a president and treasurer (at a minimum)
 - The president and treasurer must be different officers.
- Each officer must be a matriculating student, maintain a 2.3 cumulative grade point average, and be in good standing with their college.
- Officers may not have a grade point average below 2.3 for more than one semester. Academic standing is confirmed by a University official.
- Officers who do not meet eligibility requirements must relinquish their position immediately upon notification from the University that they do not meet the eligibility requirements. Ineligible officers will be replaced according to the RSO's constitution.

Elections & Officer Removal

How are elections held, and how are officers removed and replaced if needed?

Meetings & Decision Making

Describe in general how and when meetings will be held, and how members will be notified of meetings. Refrain from including specific dates or times in your constitution to allow for flexibility year to year. How will the organization make decisions? What is the quorum required for a vote?

- The operation and the responsibility of an organization applying for registration must reside with the students

University Advisor

Set forth that the RSO must have an advisor and the process used to select the advisor.

- The advisor must be a member of University staff or faculty.

Dissolution

Describe what will happen to the organization if it ceases to exist, regarding the distribution of remaining funds and/or essential investments.

- Funds can be transferred to an organization whose mission is similar to the defunct student group.
- Essential investments must be returned to the Center for Student Involvement.

Amendments

Describe how the constitution may be amended. Include how members should be informed of amendments and the vote required to pass the amendments.

Ratification

Describe how the constitution is accepted and adopted by the organization and include the date(s) of ratifications and amendments.

BYLAWS

Bylaws are specific rules for the RSO and explain the expectations of members. The Bylaws should further explain the requirements listed in the constitution.

Officers & Duties

Describe the specific responsibilities of all officers. Must include descriptions for all officers listed in the constitution.

University Advisor

Describe the role of the advisor.

Committees

Describe any committees the RSO will have, their purpose, and how they will operate.

Finances

Describe how the organization will responsibly collect, spend and track funds.

- All registered student organizations must anticipate, provide for, and meet promptly their financial obligations.
- Include when the annual budget will be presented and voted on.
- If the organization charges dues, include the amount, when dues are to be paid, what happens if dues are unpaid, and what the dues will be used for.

Non-Hazing and Anti-Discrimination Clause

Set forth that the organization will abide by the laws and policies concerning hazing.

- Non-Hazing: "Hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.
- Anti-Discrimination: The University of Cincinnati does not discriminate on the basis of age, ancestry, color, disability, gender identity and/or expression, genetic information, military status (including veteran status), national origin, parental status (including status as a

nursing mother and status as a foster parent), pregnancy, race, religion, sex, sexual orientation, or any other status protected by law in its programs and activities.

Amendments of Bylaws

Describe how the bylaws may be amended. Include how members should be informed of amendments and the vote required to pass the amendments.