

Constitution Submission Form - 2019-2020

MakeUWEC

Submitted By: Roy Cornett, cornetra4830@uwec.edu on 10/2/2019 1:40:09 PM

[APPROVED]

A student organization's constitution is an official document that incorporates the organization's basic principles and rules, and defines the way in which it will be governed. Please use the **required** form below to create and edit your organizations' UWEC constitution. All UW-Eau Claire and UW-System required elements that must appear in your constitution are already indicated for you. If you have any questions regarding the importance of any of the following points, or if you need help in formulating your constitution, contact the [Student Organizations Commission Director](#) or the [Student Senate Program Associate](#). All required elements must be completed in full before it will be reviewed by the Student Organizations Commission. (You may upload additional by-laws if necessary.)

In order to become a "recognized" UW-Eau Claire student organization **OR** to maintain your student organizations' recognition, all student organizations must complete the required constitution form each year during the Annual Renewal Process (Sept. 1st - Oct. 15th) or for new student organization requests - Sept. 1st - Nov. 30th. Please follow the steps below to successfully complete this process:

1. Fill out the required constitution form below and hit "Submit."
 2. The Student Organizations Commission of the Student Senate will review your constitution form submission to ensure it meets all current [constitution guidelines](#).
 3. **Once your constitution form is approved, you will need to save it and then complete and submit the Student Organization Registration form via Blugold Connect. (If your constitution form is "Denied" - you will be notified as to what revisions need to be made and you will need to make the necessary edits and re-submit it for a second review by the commission.)**
 4. **Your organizations' Student Organization Registration form MUST be completed no later than OCTOBER 15th (11:59pm) IF you are renewing your student organization. **New student organization registration requests will be taken through November 30th****
- **ALWAYS SAVE YOUR CONSTITUTION FORM within your student organizations' Blugold Connect "Files" for ease of accessibility to all members and for historical reference.**

Student Organization Constitution Submission Form

1a. Name of CURRENT Student Organization (for existing RSO's)

Please choose from the drop-down menu.

MakeUWEC

1b. Name of NEW Proposed Student Organization (THIS IS NOT FOR ORG NAME CHANGES - YOU MUST FILL OUT A NAME CHANGE FORM TO CHANGE YOUR CURRENT ORG NAME)

If you are requesting to start a brand new student organization - please include the proposed student organization name here.

An new student organizations' name may not duplicate the name of any other already recognized UWEC student organization.

****Please do not abbreviate or use "UWEC, Eau Claire, UW-Eau Claire, The, or University in the title - if necessary, please place it at the END of the organizations' name (i.e., Jolly Laughers of UW-Eau Claire)**

2. State the specific purpose(s) of the student organization

Example: "The purpose of this organization will be to...."

ARTICLE II – PURPOSE

Section A. The purposes of the organization shall be:

To inspire students to think creatively in design, manufacturing, and implementation.

To encourage cross-disciplinary collaboration.

To provide a safe space to generate ideas and foster innovation.

Section B. Activities of the University of Wisconsin – Eau Claire chapter shall include:

General meetings

Sharing of projects

Other activities that are deemed necessary and worthwhile by the executive board.

3. Provide a statement that the control must rest within the student members of the organization and that the student organization will be student-led and student-run.

ARTICLE III – Membership

Section A. Membership in the organization shall be based on the following criteria:

Open to all students enrolled at the University of Wisconsin-Eau Claire.

Members not enrolled at the University of Wisconsin-Eau Claire must be approved by the executive board

Section B. Organization Control- The chapter will elect officers as representatives of the member body, but all power of the club resides within the member body in decision making and elections.

4. A statement that all leadership positions in the organization must be held by students enrolled at UW-Eau Claire for at least half-time.

(Half time is a minimum of six (6) credits for UG's and a minimum of three (3) credits for graduate students.)

Section C. Any student who meets the membership criteria, is endorsed by the collegiate advisor(s), and is enrolled at least half-time (6 credits for undergraduate, 3 for graduate) at the University of Wisconsin Eau Claire is eligible to hold the offices of Vice President, Treasurer, and Secretary. Only candidates who have held previous office are eligible to run for president, unless this would result in less than two candidates, in which case all members are eligible for nomination.

5. A statement that the organization will be responsible for the observance of the rules and regulations established by the University of Wisconsin - Eau Claire.

Example: "[Name of organization] will be responsible for the observance of the rules and regulations established by the University of Wisconsin - Eau Claire."

ARTICLE V – Chapter Conduct

Section A. MakeUWEC adheres to and observes all rules and regulations governing the University of Wisconsin – Eau Claire and its students.

Section B. Control of the University of Wisconsin – MakeUWEC must rest with the student members of the organization.

Section C. MakeUWEC does not condone "hazing" nor is "hazing" used in any form in the organization.

Section D. All official meetings and events requiring attendance must be held in facilities and establishments that allow persons of any age entry. MakeUWEC will not use funds collected from member dues, fees, or fundraising efforts to purchase alcohol, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or behalf of the organization. In addition, some funds may not be used to purchase promotional materials for unofficial events that can only be attended by those of legal drinking age.

6. The inclusion of the following statement in its entirety (verbatim): "Our organization will not use funds collected from membership dues, fees, or fundraising efforts to purchase alcohol, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or behalf of the organization. In addition, same funds may not be used to purchase promotional materials for unofficial events that can only be attended by those of legal drinking age."

Our organization will not use funds collected from membership dues, fees, or fundraising efforts to purchase alcohol, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or behalf of the organization. In addition, some funds may not be used to purchase promotional materials for unofficial events that can only be attended by those of legal drinking age

7. A statement that the organization will hold all official meetings and events that require attendance in facilities and establishments that allows persons of any age entry.

Example: "[Organization name] will hold all official meetings and events that require attendance in facilities and establishments that allows persons of any age entry."

Section D. All official meetings and events requiring attendance must be held in facilities and establishments that allow persons of any age entry. MakeUWEC will not use funds collected from member dues, fees, or fundraising efforts to purchase alcohol, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or behalf of the organization. In addition, some funds may not be used to purchase promotional materials for unofficial events that can only be attended by those of legal drinking age.

8. A statement that the organization will maintain a minimum of four members at any given time.

Example: "[Student organization name] will maintain a minimum of four members at any given time."

Section C. The chapter will maintain a minimum of four members, which will be enrolled at the University of Wisconsin-Eau Claire.

9. A statement that ninety percent (90%) of the organization's membership, at any given time, must be enrolled as students at the University of Wisconsin - Eau Claire.

Example: "Ninety percent (90%) of the [organization's name] membership, at any given time, must be enrolled as students at the University of Wisconsin - Eau Claire.

Ninety percent (90%) of MakeUWEC membership, at any given time, must be enrolled as students at the University of Wisconsin - Eau Claire.

10. The inclusion of the following statements in their entirety (verbatim.) PLEASE INCLUDE BOTH PARAGRAPHS. (per UW System Regent Policy 30-6):

Default: IConsistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies, officers and members shall extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin or ancestry, religion, sexual orientation or expression, veteran status, or parental or marital status. I (Per Regent Policy 30-6 - Student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.)

Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies, officers and members shall extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin or ancestry, religion, sexual orientation or expression, veteran status, or parental or marital status.

Per Regent Policy 30-6 - Student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.

11. A statement that your organization will be organized on a "not-for-profit" basis, as demonstrated by evidence that the organization uses any income or profit for organizational purposes, not for any individual or commercial gain.

ARTICLE VIII – Dues

Section A. Annual Dues will be determined by the executive board at the first meeting after the inauguration. All dues collected will be used to benefit the organization as a whole, and not be used for the benefit of any individual member.

12. Include a statement establishing quorum requirements for organization meetings.

Quorum is defined as the "minimum number of members of an organization that must be present in order to conduct official business."

Section D. In order to conduct official business at least three out of four members of the executive board, and at least one non-executive board member must be present at a regularly scheduled meeting. Conducting official business and election of officers will be by a fair and democratic process as follows: nominated by a member, seconded by a different member, and given the position by a plurality of the vote.

13. A statement outlining the percentage of votes that business must receive in order to pass (if different than above)

Section D. In order to conduct official business at least three out of four members of the executive board, and at least one non-executive board member must be present at a regularly scheduled meeting. Conducting official business and election of officers will be by a fair and democratic process as follows: nominated by a member, seconded by a different member, and given the position by a plurality of the vote.

14. The organization must outline procedures for conducting nomination and election procedures for executive board positions. PLEASE INCLUDE BOTH PARTS A & B WITHIN YOUR ANSWER..

a. A statement that election procedures will be fair (reasonable and unbiased) and democratic (inclusive of all members and self-governed) in nature.

b. Time frame, specific dates, must be included in relation to elections and transition of officers.

ARTICLE IV – Officers

Section A. Members of the executive board of the chapter shall be president, vice-president, secretary, treasurer and other officers deemed necessary by the advisor(s) and executive board.

Section B. Executive Board Elections and Inauguration will be as follows:

Executive Board Elections will be held each academic year in the first meeting in March.

Elections will be anonymous, democratic, and fair. Ballot format will be used to cast a vote. Each member of MakeUWEC is eligible to cast only one ballot. The winners of the Executive Board elections will be announced immediately after the votes are tallied.

The Executive Board term will begin the first meeting of April and last one year.

The time period between elections and inauguration will serve as the new officer transition period.

Section C. Any student who meets the membership criteria, is endorsed by the collegiate advisor(s), and is enrolled at least half-time (6 credits for undergraduate, 3 for graduate) at the University of Wisconsin Eau Claire is eligible to hold the offices of Vice President, Treasurer, and Secretary. Only candidates who have held previous offices are eligible to run for president unless this would result in less than two candidates, in which case all members are eligible for nomination.

15. Include recall and vacancy procedures for executive board. Recall procedures for removing members is highly recommended but not required.

Section F. Executive Board procedures:

Recall: At any point in an elected officers' active term, an officer may be removed from their elected position by a majority recall vote. Any executive board member who fails to meet their responsibilities determined by a two-thirds vote of the executive board can be removed. Executive board members may be removed based on a failure to fulfill the duties of their office as outlined and defined in the chapter constitution. An executive board member's removal requires the introduction of a motion to so move by a current executive board member and properly seconded, followed by a simple majority vote approval to remove the officer from their designated office position. Such a vote will be by secret ballot and given by members present at an executive board meeting called for such a purpose. The executive board member in question shall have the opportunity to defend themselves before the vote is taken. The recall vote must take place at an all-member meeting within 30 days of the challenging date. That officer shall be removed immediately after the votes are tallied if the majority vote is to recall this officer. This will then initiate the election for the vacant position, the election process will start at the next meeting.

Vacancy: In the case of a vacancy of an executive board position, the active members must be notified within 30 days of the vacancy. The vacating officer shall make available all relevant chapter resources and documentation to the active executive board. This officer must return all items belonging to MakeUWEC within 30 days of their vacancy.

16. A statement that all amendments will be submitted to the Student Organizations Commission of the University of Wisconsin - Eau Claire Student Senate for approval before taking effect.

ARTICLE X – Amendments

Amendments to the constitution or bylaws shall be presented by members of the chapter in writing and read at a regular meeting but shall not be voted upon until the next regular meeting and then only after informing each member of the proposed amendments. A simple majority of the members present and voting shall be required.

17. A statement that outlines the responsibilities of the organization advisor, who must be a "current" on-campus member of the University of Wisconsin-Eau Claire faculty or staff.

Organizations are permitted to have multiple advisors, including off-campus advisors, but MUST maintain a "current" University of Wisconsin - Eau Claire faculty or staff advisor at all times. "Retired UWEC faculty/staff/GA's can ONLY serve in as a co-advisor."

ARTICLE VI – Advisor(s)

Section A. An outstanding member from the university faculty, academic or university staff is chosen to serve as the chapter advisor(s).

Section B. The duration of the advisors' tenure is individually determined, but whose responsibilities include assisting in the preservation of the chapter.

18. A statement that the organizations' annual renewal requests, new organization requests, funding requests, and name change requests will be submitted by a current student member of the organization.

MakeUWEC's annual renewal requests, new organization requests, funding requests, and name change requests will be submitted by a current student member of the organization.

19. A statement that the organization will update their Blugold Connect profile (constitution form, officer info, advisor consent, and membership roster) and complete the online Student Organization Leaders Training-Kaleidoscope, annually, by October 15th.

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ENFORCEMENT CLAUSE

Optional By-Laws of other File Upload*

Please upload any optional constitution information such as your organizations' By-Laws written in Articles or Sections that might include: Members rights, officer duties, resignations, expulsions, initiation fees, dues, assessments, delinquencies, names & duties of committees, process for choosing chairpersons, provisions for rules of order or parliamentary manual to be used such as "Roberts Rules of Order," provisions for permitting honorary members or officers, and process/method for amending by-laws (usually by majority vote.)

The Student Organizations Commission of the Student Senate reserves the right to review and assess both organizations and their constitutions. In addition, should an organization's national affiliate not reasonably comply with the requirements for UW-Eau Claire student organization constitutions, the Student Organizations Commission of the Student Senate reserves the right to revoke a campus organizations' recognition status.

UW-Eau Claire Student Organization Constitution Review

I have read and understand the above information and have shared it with all members AND advisor(s) of my organization.

I AGREE

Student Organization Annual Renewal Requirements Acknowledgement

I have read and understand that the annual renewal requirements below will assist in running my student organization successfully this upcoming year:

STUDENT ORGANIZATION ANNUAL RENEWAL REQUIREMENTS (Sept. 1st - Oct. 15th)

The Student Organization Annual Renewal process takes place each fall - all student organizations must complete the following items no later than the OCTOBER 15TH to maintain UWEC recognition (organizations that do not complete the renewal requirements by Oct. 15th will be automatically deactivated):

1. Complete Blugold Connect online student organization registration/renewal form.
2. ALL student organization presidents MUST complete the mandatory online Student Organizations Leadership Training - "Kaleidoscope"

I AGREE
