
SAMPLE FORM STUDENT ORGANIZATION CONSTITUTION

This sample constitution is provided by the Center for Student Involvement & Leadership to assist your student organization in creating a constitution which meets the standards for official UA recognition. The starred articles must be included. Article III, VI, VII, IX, & X must use the exact language included on this sample. You may add parameters to Article III after stating points 1 & 2. **This sample must be retyped.**

***Date of Adoption and/or Revision**

***ARTICLE I - Name**

The name of this organization shall be: _____

The organization is a student organization at The University of Arizona.

***ARTICLE II - Objectives**

The objectives of the organization shall be:

- a. To promote interest in _____
- b. To provide fellowship among students and faculty.
- c. To represent student needs and wants in regard to _____
- d. To provide a forum for the presentation of innovative ideas to the benefit of the University community.

***ARTICLE III - Membership**

must be included exactly as found here; additional membership information optional

1. Any student at The University of Arizona is eligible to be an active member and may hold office.
2. Non-students may act as associate members, but may not vote or hold office.
3. Membership revocation

ARTICLE IV - Officers

1. Election of Officers.
 - a. The officers of this organization are president, vice president, records officer, and treasurer.
 - b. Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
 - c. Election of officers will take place during the 3rd week of the fall semester.
 - d. Officers will assume office for the period of one year.
2. Recall of Officers.
 - a. Officers are subject to recall for misconduct in office.
 - b. Recall procedures will be initiated at the request of five active members.
 - c. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
 - d. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

**SAMPLE FORM
STUDENT ORGANIZATION CONSTITUTION**

ARTICLE V - Voting

1. This constitution and by-laws may be amended by a 2/3 majority vote of those voting, a quorum being present.
2. Voting on amendments must be conducted after a minimum notice of 2 weeks.

***ARTICLE VI - Not-for-Profit Statement**

must be included and stated exactly as found here

This is a not-for-profit organization.

***ARTICLE VII - Statement of Non-Discrimination**

must be included and stated exactly as found here (first paragraph only)

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, Vietnam Era veteran status. This policy will include, but is not limited to, recruiting, membership, organization activities or opportunities to hold office.

(As exempted by Federal Law, Greek Social organizations may omit gender and/or religious interpretation.)

***ARTICLE VIII - Financial Obligations**

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

***ARTICLE IX - Statement of Non-Hazing**

must be included exactly as found here

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

***ARTICLE X - Statement of Compliance with Campus Regulations**

must be included exactly as found here

This organization shall comply with all University and campus policies and regulations and local, state, and federal laws

SAMPLE FORM

***BY-LAWS**

A required part of the Student Organization Constitution

*Date of Last Revision

I. Cabinet

A. President

1. Coordinates all activities of the organization.
2. Liaison to University community.
3. Official representative of organization.
4. Calls regular and special meetings.
5. Presides at meetings.
6. Prepares agenda for meetings.

B. Vice President

1. Assumes duties of president, when necessary.
2. Assists president in coordinating activities.

C. Records Officer

1. Maintains accurate and current information of the organization and membership.
2. Assists president and vice-president to coordinate organization activities.
3. Keeps accurate minutes of each meeting and forwards copies to other officers.
4. Keeps attendance records for meetings.

D. Treasurer

1. Liaison to ASUA for the purpose of organizational funding.
2. Maintains accurate and current account of all organizational funds.
3. Responsible for dispensing of funds in accordance with goals and programs established by organization.

II. Meetings.

Meetings will be open to all organization active and associate members, faculty, and the Center for Student Involvement & Leadership representatives. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

This form must be retyped. The starred* articles and a unique and individual set of Bylaws must be included in all constitutions.

Room Reservation Request Form



Event Planning Office • Student Union Memorial Center
P.O. Box 210017 • Tucson, AZ 85712-0017
ph. 520.621.1414 • fax 520.621-2545

Please print

Organization: _____

Name of Applicant: _____ Phone: _____ Fax: _____

Address: _____ Email: _____

Advisor: _____ Phone: _____ Fax: _____

Address: _____ Email: _____

Billing Address/Dept. Acct.#: _____

Title of Event: _____

Date of Event: _____ Number of Attendees: _____
(for multiple events, please complete the section below)

Time of Event (please include set-up time): _____ To: _____

Type of Event (i.e.: meeting, luncheon, etc): _____

Room Preference: 1st choice _____ 2nd choice _____

Set-up Requirements: _____

Multiple Events

RECURRING/MULTIPLE RESERVATIONS

Please specify the dates for each month of the semester you wish to reserve a room (ie, JAN: 7, 14, 21, 28)

☐ **SPRING**
year

JAN: _____
FEB: _____
MAR: _____
APR: _____
MAY: _____
JUN: _____

☐ **FALL**
year

JUL: _____
AUG: _____
SEP: _____
OCT: _____
NOV: _____
DEC: _____

Recognized student organizations are allowed two pre-set rooms per week at no charge, with a two hour limit per meeting. Any groups using rooms more than twice per week or with a special set-up will incur a room charge.

Reservations are not approved unless the Reservation Conditions (on the back of this form) have been read, understood and signed by the individual reserving the room (the lessee) and approved by a representative of the Arizona Student Unions Event Scheduling Office (lessor).

Signature

Date: _____

I have read and understand the "Reservation Conditions" on the back of this form

www.union.arizona.edu/rooms