



## Student Club/Organization Constitution

Robert Morris University Student Clubs/Organizations provide students with opportunities to create communities, establish relationships, develop skills, and obtain valuable experience to enhance their personal and professional lives.

### New Student Club/Organization Constitution Check List

- Review the entire constitution template with your Advisor/Officers.
- Work with your Advisors/Officers to **fill in information for each category that is in red text.**
- Check all of the agreement boxes to confirm you have read, understand, and agree to all of the information contained in this constitution template.
- Need help with any of the steps? Contact anyone from the Student Club/Organization Team:
  - Molly Zahorik, Psychology Professor ([mzahorik@robertmorris.edu](mailto:mzahorik@robertmorris.edu))
  - Sandy Grice, Title III Student Services Coordinator ([sgrice@robertmorris.edu](mailto:sgrice@robertmorris.edu))
  - Paul Gaszak, Dean of Academic Engagement ([pgaszak@robertmorris.edu](mailto:pgaszak@robertmorris.edu))
- Submit your completed application and constitution to Paul Gaszak, Dean of Academic Engagement, at [pgaszak@robertmorris.edu](mailto:pgaszak@robertmorris.edu).

## CLUB/ORGANIZATION CONSTITUTION

**Date of Application:** Insert Date

**Name of Organization:** Insert Name

**Mission Statement:** A mission statement is a single paragraph that explains that purpose of your club/org. Ex: Culinary Society: Culinary Society To support and develop outstanding Robert Morris University students as future leaders of the hospitality industry. By providing members skill building activities, leadership projects, and networking opportunities, the Culinary Society offers those outstanding students an environment to shine.

**Vision Statement:** A vision statement is a single paragraph that highlights some goals for your club/org and potential positive outcomes for RMU and RMU students if your group follows its missions.

**RMU Club/Organization Policies:** The officers, members, and advisors of INSERT NAME OF CLUB/ORG agree to abide by all of the following Robert Morris University student club/organization policies:

- Each organization must have an Advisor, who is a member of RMU's faculty, staff, or administration.
- Each organization must have, at all times, a minimum of two officers (President and Vice President) and five active members.
  - Student officers must be enrolled in a minimum of two classes per quarter and be in good academic standing, which is defined as having a minimum of a 2.5 cumulative GPA on course work attempted at RMU. New students may only serve as officers in a probationary status until grades are posted.
  - Active membership is limited to students currently enrolled at Robert Morris University.
  - The active roster must be maintained and updated regularly and shared with the Dean of Academic Engagement through any requested channels.
  - Any organization that falls below the membership minimum will be notified and given a probationary period to increase membership. If the issue is not resolved, the Dean of Academic Engagement reserves the right to categorize the club/organization as Inactive, which will result in loss or recognition/promotion to the RMU community and removal of funding for the remainder of the fiscal year. Inactive organizations must reapply for reinstatement as an Active organization for the following fiscal year.
- The Advisor and Officers must be responsive to all communication, internal and external, including (but not limited to) communication from the Dean of Academic Engagement, current and prospective members, and RMU faculty/staff. Failure to maintain communication channels (ie: organization email, etc.) and respond in a timely fashion may result in being deemed Inactive.
- The Advisor is responsible for creating a midyear (December) and annual (June) report on organization for submission to the Dean of Academic Engagement.
- The organization's advisor and officers agree to accept full responsibility for the organization and its members' adherence to Robert Morris University policies and directives, the Robert Morris University Student Handbook, Code of Conduct, and local, state, and federal laws, the Constitution, By-Laws, Rules and judicial procedures of the respective governing associations. Accordingly, the organization's advisor and officers must be familiar with such policies, laws, regulations, directives, and procedures and must educate their members. Failure to comply with such by organization members, organization leaders, or the organization itself may result in withdrawal of the organization's recognition by Robert Morris University.
- Maintain and ensure compliance with all applicable university, local and state fire, health, zoning and safety codes on the grounds and facilities.
- The organization must avoid:

- hazing or bullying of any form, included physical, verbal or mental abuse, mental or physical discomfort, embarrassment, harassment or public ridicule
- any activity, speech or expression that may be deemed as creating a clear danger of inciting violence or unlawful behavior
- advocating the physical harm, coercion, intimidation of personal rights or humiliation of any individual
- violating university policies on harassment
- advocating the willful damage, destruction, or seizure of university property
- interfering with the normal operations of the university, including classes or university activities or events, both on and off campus
- The organization shall not discriminate against any member or prospective member on the basis of race, religion, sex, sexual orientation, national origin, ancestry, political affiliation, age, marital status, or handicap. Academic honorary organizations may continue to select members based on approved academic criteria.
- The Dean of Academic Engagement reserves the right to alter the Student Club/Organization Policies at any time, as needed. It is the responsibility of the organization to be aware of and adhere to all policies and procedures.
- The university reserves the right to disband a club/organization at any time.

**Statement of Non-Discrimination:** **INSERT NAME OF CLUB/ORG** recognizes that there shall be no differences in the treatment of persons because of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification that deprives the person of consideration as an individual, and that equal opportunity exists to all.

**Statement of Compliance:** **INSERT NAME OF CLUB/ORG** will act in compliance with Robert Morris University policies and procedures, Student Handbook and Club/Organization Policies, and all Federal, State, and Local laws.

### Meeting Procedures

1. How often will meetings be held? Insert Answer
2. Who is expected to attend meetings? Insert Answer
3. Who is responsible for setting the meeting agendas? Insert Answer
4. Who is responsible for sending out communication about the meetings? Insert Answer
5. Who is responsible for leading meetings? Insert Answer
6. Meetings follow Roberts Rules of Order.

### Finances

1. Officers will be responsible for tracking the amount of money spent/fundraised.
2. All spending must be approved by the Advisor, who will then request budgetary approval from Paul Gaszak, Dean of Academic Engagement.
3. Any money earned via fundraising must be delivered to Paul Gaszak, Dean of Academic Engagement, to be deposited into the club/org's account.

### Elections

1. Elections for Officers will be held as necessary.
2. Officers will hold their position for five quarters.
  - a. If an officer leaves the club/org before the end of their term (graduation, removal, etc.), an election will be held to fill the seat.
  - b. Officers may be re-elected to the same position one time.
  - c. Officers may be elected to higher positions, but the President cannot serve after a second term in any Officer role.
3. Officer Election
  - a. Nominations can be made by any student or the Advisor.
  - b. Nominees will be given an opportunity to state their case for the position to the entire club/org.

- c. Voting comes from all officers and members of the club/org.
- d. Majority wins (must have 2/3 of voting members present to vote).
- e. In the case of no one receiving a majority of the votes, the Advisor will cast the deciding vote.

### **Qualifications for Good Standing**

1. All members must uphold the duties of their position.
2. All members must conduct themselves with professionalism and in compliance with the constitution.
3. All members must cooperate with the Advisor and adhere to the Advisor's guidance.
4. Voting members are expected to attend all scheduled meetings.
5. Voting members unable to attend a meeting are allowed to secure a proxy who will vote on their behalf in a meeting.
6. If an officer is found by the Advisor to not be upholding these qualifications, the officer may be removed by the Advisor from the role or from the club/org entirely without any vote or discussion.
  - a. If an officer is removed, a new election will be held at the next meeting to fill the vacancy.
7. If a member is found to not be upholding these qualifications, the officers are encouraged to speak with the Advisor about the situation. The Advisor may remove a member from the club/org without any vote or discussion.

### **Editing the Constitution**

An annual meeting to review the Constitution will be held to make sure this document represents rules and structures of our organization, and to ensure that our constitution supports our mission and vision. If changes are made to our constitution, we will submit the revised version for approval to Paul Gaszak, Dean of Academic Engagement.

### **CLUB/ORGANIZATION ADVISOR AGREEMENT**

An Advisor must:

- Be a member of Robert Morris University's faculty, staff, or administration.
- Understand and adhere to all Club/Organization Policies.
- Understand and adhere to all agreed upon items in the club/organization constitution.
- Serve as a source of general information for the club/organization regarding the university, including institutional policies and procedures.
- Provide guidance and assistance as necessary to the student officers and members.
- Assist with training new officers for the club/organization, ensuring they have an understanding of their role, the RMU Club/Organization Policies, the club/organization constitution, and any other pertinent information.
- Assist in determining realistic goals for the club/organization and evaluate progress toward those goals.
- Maintain regular contact with the student officers and be well-informed about all plans and activities of the group.
- Be aware of any special or emergency meetings, and attend as many of these meetings as necessary.
- Assist in mediating any conflicts within the club/organization, particularly interpersonal conflicts.
- Provide long-term continuity for the club/organization, including familiarity with the group's development and history.
- Oversee all financial transactions of the club/organization, including the submission of any accounting forms.
- Serve as a representative of Robert Morris University when dealing with the club/organization.
- Serve as a liaison between the club/organization and the Dean of Academic Engagement.
- Complete the midyear and annual club/organization report in December and June.

- By checking this box, I **ADVISOR'S NAME**, am confirming that I have:
- Agreed to serve as the Advisor for this club/organization.
  - Read, understand, and agree to the Club/Organization Policies and Advisor responsibilities.
  - Reviewed and agreed to the club/organization constitution.

#### **CLUB/ORGANIZATION OFFICERS AGREEMENT**

Officers must:

- Be enrolled in a minimum of two classes per quarter and be in good academic standing, which is defined as having a minimum of a 2.5 cumulative GPA on course work attempted at RMU.
- Understand and adhere to all Club/Organization Policies.
- Understand and adhere to all agreed upon items in the club/organization constitution.
- Maintain regular contact with the Advisor.
- Maintain an open, honest relationship with the Advisor, and keep the Advisor well-informed of all happenings within the group.
- Allow the Advisor the opportunity to express opinions on issues that affect the welfare of the organization.
- Accommodate the Advisor's schedule when possible for events/activities that require the Advisor's presence.
- Provide guidance and assistance to the club/organization members.
- Assist with training new officers for the club/organization, ensuring they have an understanding of their role, the RMU Club/Organization Policies, the club/organization constitution, and any other pertinent information.
- Assist in determining realistic goals for the club/organization and evaluate progress toward those goals.
- Assist in mediating any conflicts within the club/organization between members.
- Serve as a representative of Robert Morris University when dealing with the club/organization.

- By checking this box, I **PRESIDENT'S NAME**, am confirming that I have:
- Agreed to serve as the President for this club/organization.
  - Read, understand, and agree to the Club/Organization Policies and Officer responsibilities.
  - Reviewed and agreed to the club/organization constitution.

- By checking this box, I **VICE PRESIDENT'S NAME**, am confirming that I have:
- Agreed to serve as the Vice President for this club/organization.
  - Read, understand, and agree to the Club/Organization Policies and Officer responsibilities.
  - Reviewed and agreed to the club/organization constitution.

**The completed application and constitution must be emailed to:**

**Paul Gaszak, Dean of Academic Engagement  
pgaszak@robertmorris.edu  
312-935-6214  
Suite 300, Chicago Campus**