

Guidelines for Writing a Constitution for Recognized Organizations

*This is a sample constitution to assist in your own document development. The sections **in bold** must be included.*

Article I: Name of Student Organization

- State the name of your student organization

Article II: Mission Statement

- State the mission of your student organization

Article III: Membership

The Statement of Non-Discrimination must be included per SAS, Chapter 202, Section 8, a, 3

- **General membership must be open to all students on campus without any requirements other than being enrolled in at least 1 credit at the University of Nevada, Reno.**
- **If your club is affiliated with a national organization then you can require members to meet the requirements of that national organization.**

- **PHPEHU' OH YHHO XZILUWHPHQWV L H KDV WR SD\ GX attend a certain number of events per quarter or year) You can restrict officer positions to PHPEHUV'**

- **Must include the ASUN Statement of Non-Discrimination**

- **GRHVGLWVULZILQDKWHS HFW WR PHPEHDUMLKVL R IR Q WK race, color, creed, religion, national origin, age, sex, gender identity, socio-economic PHQWDO LPSDLUPHQW RU VH[XDO RULHQWDWLR**

Article IV: Officer Titles and Responsibilities

- List the title of each officer (be sure to note if any officer is a shared position, i.e. co-chairs)
- List the general responsibilities of each officer

Article V: Officer Election or Selection Process

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- Describe the process to ratify (approve) any proposed changes
- Describe the general date when ratified changes will go into effect (i.e. the day after ratification is complete)
- Describe the general date when UNR will be informed of ratified changes (i.e. the day after ratification is complete)

Article VIII: Officer Removal, Appeal, and Replacement Processes

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removed from their role and duties as a coach and have their Contingent Worker contract**

The Articles above are listed as guidelines for writing your organization's constitution. Of course, you might have more information that you have included (i.e. – extra Articles) or perhaps something here is not relevant to your group. If you have questions or need assistance in drafting a constitution, feel free to contact your [Club Commissioner](#).