

## **RSO Constitution Guidelines – Summary**

### **Requirement for RSO's**

Every Registered Student Organization is required to have a current (within last 3 years) constitution on file with the Office of Student Activities.

### **Purpose of a Constitution**

A constitution is the basic framework and guidelines for an organization. The constitution becomes the “governing document” for your RSO. This provides a means for your RSO's oversight and accountability. Additionally, if mediation is required (such as a dispute about properly-elected officers), the Office of Student Activities will use your constitution in the mediation process. Your constitution should be a collaborative effort between your officers, members, and advisor, and should promote the long-term good of your organization.

### **Recommended Items in a Registered Student Organization Constitution**

- **Organization Name**
- **Purpose Statement, Mission Statement, and Belief Clause**
  - (Any group desiring to limit membership or leadership based on a set of beliefs should have a “statement of beliefs” in the constitution.)
- **Membership and Eligibility Requirements**
  - (University of Arkansas policy requires RSO members to be enrolled in at least one credit hour.)
  - If the RSO limits membership it should be stated explicitly how membership is determined or denied and the statement of beliefs should be included. This section can also include reasons for removal of members and the process to be followed as well as any required dues.
- **Voting**
  - Who can vote, when elections are held, etc.
- **Officers**
  - (Officers must be enrolled full time at the University of Arkansas, maintain a minimum of a 2.25 cumulative grade point average, and not be on judicial or academic probation.)
  - List the officers, election process, term of office, how officers are removed, and how vacancies are filled.
  - If the RSO limits leadership, it must be stated explicitly how leadership eligibility is determined or denied and the statement of beliefs should be included.
- **Duties of Officers**
- **Group Committee Structure**
- **Meetings**
- **Ratification Date/Signatures**