

Registered Student Organization Constitution Checklist

Student organizations must be registered with either the Student Association or the Graduate Student Association, depending on whether the organization views itself as serving primarily undergraduate students or primarily graduate students, respectively.

Organizations registered with the Student Association are classified either as *dependent organizations* or *subsidiary organizations*. In general, organizations that receive blanket tax funding (i.e., the organization receives a set amount of money per student per year to supplement its other sources of funding) are subsidiary organizations, and organizations that do not receive blanket tax funding are dependent organizations. Any exceptions to this general rule are explicitly noted in the Constitution of the Student Association.

Because subsidiary organizations receive large amounts of student money each year, some additional requirements are placed on them to ensure they are accountable to students and conduct themselves as good stewards of student money; these requirements also serve to help students see what benefits the student body and the Rice community are receiving for their blanket tax money. These requirements include an annual review of subsidiary organizations' blanket tax spending, election of subsidiary organization leadership through the Student Association, and additional oversight of amendments to subsidiary organizations' governing documents.

If you have questions about whether your organization is a dependent or subsidiary organization or about how that classification impacts your organization, please contact the Student Association Parliamentarian.

- I. Name and Purpose of the Organization
- II. Date of Last Revision
- III. Outline of Basic Structure of Organization
- IV. Membership
 - A. Requirements for membership (including selection, procedures, dues, etc.)
 - B. Removal process
 1. Example: Should a member act in a manner unbecoming a member of the organization, the member may be called before the officers and sponsor of the organization to present his or her side of the story. After hearing this and obtaining the advice of the sponsor, the officers may vote to remove the member by a majority vote. The member shall be notified of the officers' decision in writing within 48 hours.
- V. Officers
 - A. Definition of officers (positions, duties, responsibilities)
 - B. Selection process – When are elections? What constitutes a quorum for a vote? What is the threshold for election (e.g., plurality, majority, supermajority)?
 - C. Removal process
 1. Example: Should an officer act in a manner unbecoming of an officer of the organization or fail to uphold his or her duties as outlined by this constitution and/or any applicable bylaws, the officer in question may be called before the other officers and the sponsor of the organization to present his or her side of the story. After hearing this and obtaining the advice of the sponsor, the remaining offices may vote to remove the officer by a two-thirds supermajority vote. The officer shall be notified of the decision in writing within 24 hours.
 - D. *Student Association-affiliated organizations*: Statement that the officers of the organization must be currently registered students at Rice University. (*Organizations may impose additional requirements if desired.*)
- VI. Voting/Elections
 - A. Who is eligible to vote? (e.g., active members as defined in the membership section, student members)
 - B. What constitutes a quorum? (i.e., how many members or what proportion of members must be present for a vote)
 - C. Decide when high-level decision voting should take place (e.g., election, significant decisions).
 1. Requirements related to such votes (e.g., prior notice).
 - D. What carries the vote? (e.g., simple majority, two-thirds supermajority)

- VII. Meetings
 - A. Frequency
 - B. Requirements
 - C. Attendance policy
 - D. Format – Will you be using rules of order? Who determines procedure?
 - E. Quorum
- VIII. Financial Procedures
 - A. Statement of who has authority to spend the organization’s funds and under what circumstances that authority is applicable
 - B. Dues, fees, fines, collection procedures (where applicable)
 - C. Process for proposing and approving budget
 - D. Other processes related to organizational funds
 - E. *Required statement related to deposits:* All funds collected by or on behalf of the organization must be deposited within one business day of receipt.
- IX. Method for selecting a faculty or staff sponsor
- X. *Statement of the nondiscrimination policy:* This organization shall not discriminate against individuals or groups on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, or veteran status.
- XI. *Statement of the anti-hazing policy:* This organization shall not engage in any form of hazing, as defined by the Coe of Student Conduct and any other applicable Rice University rules or regulations.
- XII. Primacy Clause
 - A. *SA-Affiliated Organizations:* This organization shall recognize the primacy of the Student Association Executive Committee, the Student Senate, and ultimately, the Student Association. This organization shall adhere to the Constitution of the Student Association and any associated rules and regulations. The constitution and bylaws of this organization shall be subordinate to the Constitution of the Student Association.
 - B. *GSA-Affiliated Organizations:* This organization shall recognize the primacy of the Graduate Student Association Council and, ultimately, the Graduate Student Association. This organization shall adhere to the Graduate Student Association Constitution and Bylaws and any associated rules or regulations. This constitution shall be subordinate to the Graduate Student Association Constitution and Bylaws.
- XIII. Amendment Procedures
 - A. Procedure for proposing an amendment
 - B. Prior notice requirement
 - C. Voting requirements and process
 - D. Differences in amending bylaws and constitution
 - E. Approval requirements depending on affiliation
 - 1. *SA-Affiliated Organizations:* Proposed amendments to this constitution shall be submitted to the Student Association Parliamentarian for approval. Proposed amendments may only be approved by the Student Association Parliamentarian or the Student Senate in accordance with the Constitution of the Student Association and may not take effect prior to that approval. The Date of Last Revision on the title page of this constitution shall be updated to reflect the date of the Parliamentarian or Senate’s approval.
 - 2. *GSA-Affiliated Organizations:* Proposed amendments to this constitution shall be submitted to the Graduate Student Association Vice President of Internal Affairs. Before going into effect, the amendment must be approved by the Graduate Student Association Vice President of Internal Affairs and ratified by the Graduate Student Association Council. The Date of Last Revision on the title page of this constitution shall be updated to reflect the date of the Senate’s ratification.
- XIV. Any other procedures deemed relevant by the organization