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.

Checklist:

Name and Purpose of the Organization					
Date of Last Revision					
Outline of Basic Structure of Organization					
Membership					
Requirements for membership (including selection, procedures, dues, etc.) B. Removal					
process					
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.					
Officers					
☐ Definition of officers (positions, duties, responsibilities)					
☐ Selection process – When are elections? What constitutes a quorum for a vote? What is the threshold for election (e.g., plurality, majority, supermajority)?					
☐ Removal process					

			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 th 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 organizations the currently registered students at Rice University. (Organizations may impose additional requirements if desired.)			
	Voting	/Election	S			
			eligible to vote? (e.g., active members as defined in the membership section, members)			
			onstitutes a quorum? (i.e., how many members or what proportion of members ment for a vote)	ıust		
		Decide	when high-level decision voting should take place (e.g., election, significant			
		decision	,			
			Requirements related to such votes (e.g., prior notice).			
_			arries the vote? (e.g., simple majority, two-thirds supermajority)			
_	Meetin	-				
		Frequen				
		Require	ince policy			
			Will you be using rules of order? Who determines procedure?			
	٥	Quorum	•			
		ial Proced				
			ent of who has authority to spend the organization's funds and under what			
			stances that authority is applicable			
			ees, fines, collection procedures (where applicable)			
		Process	for proposing and approving budget			
		Other pr	rocesses related to organizational funds			
		_	ed statement related to deposits: All funds collected by or on behalf of the ation must be deposited within one business day of receipt.			
	Method	d for selec	cting a faculty or staff sponsor			
			e nondiscrimination policy: This organization shall not discriminate against			
		_	roups on the basis of race, color, religion, sex, sexual orientation, gender identity	y,		
			ic origin, ancestry, age, disability, or veteran status.			
	Statement of the anti-hazing policy: This organization shall not engage in any form of hazing, as					
	defined regulat		Coe of Student Conduct and any other applicable Rice University rules or			
	_		filiated with a local, regional, or national organization, the constitution must include	ude		
	a stater	ment that	clearly reads, "When in conflict, Rice University policy will supersede the policy	cies		
	of		· · · · · · · · · · · · · · · · · · ·			
			description of all affiliations should be provided.			
	Primac	ey Clause				

		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.			
		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.				
	Amend	nendment Procedures			
		Procedure for proposing an amendment			
		Prior notice requirement			
		Voting requirements and process			
		Differences in amending bylaws and constitution			
Approval requirements depending on affiliation					
		☐ 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.			
		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.			
	Any otl	ner procedures deemed relevant by the organization			