

Sample Constitution for CIOs at UVA

****Disclaimer:** Please remember that this is only ONE example of how to structure your CIO's Constitution. There are multiple models for outlining leadership positions, meetings, committees, election processes, etc. You are by no means obligated to follow this template.

****The only required verbiage from the CIO Agreement that must be in your Constitution is highlighted in red. The rest is up to you to design!**

Article I: NAME.

The Harry Potter Club at UVA

Article II: PURPOSE (or MISSION).

The Harry Potter Club at UVA is established for the expressed purpose of:

1. Bringing fellow Muggle and Magic people together for lively, enjoyable, and intellectual discussions on the Harry Potter fiction series and current events related to Harry Potter (i.e. J.K. Rowling's new 2016 book).
2. Collaborating with other CIOs and departments to host Harry Potter themed events on grounds

The Harry Potter Club at UVA understands school policies and is committed to abiding by said policies.

Article III: MEMBERSHIP.

While anyone who is affiliated with the University of Virginia in an official capacity (ie. students, faculty and staff) is welcome to attend general body meetings of the Harry Potter Club, active membership shall be limited to persons who satisfy the following requirements:

1. Attend at least three meetings during a given semester.
2. Participate in at least two activities/events sponsored by the Harry Potter Club each semester unless the activities interfere with either scholastic or financial constraints.
3. Assist in the planning of at least one Harry Potter Club-sponsored activity each semester.

If a member fails to satisfy one of these requirements, that member will retain active membership at the discretion of the officers (by a majority vote). To retain membership, the member must provide a reasonable excuse for failing to satisfy one of the requirements (i.e. class, exams, illness, etc.) and must still make meaningful contributions to the organization during the course of the semester.

The Harry Potter Club at UVA does not restrict its membership, programs, or activities on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family and genetic information. Notwithstanding these requirements, a CIO may petition to restrict its membership based on gender (e.g. all-male or all-female a cappella groups) or an ability to perform the activities related to the organization's purpose by filing a written request with the Office of the Dean of Students. In evaluating any such requests, the

University will look not merely to the constitution of an organization but to its actual practices and operations.

Note: There are no dues/fees associated with being a member of The Harry Potter Club at UVA.

Article IV: OFFICERS.

The Harry Potter Club will be governed by the following means:

1. An elected President will preside over general and board meetings. The President will maintain the power to appoint all committee chairpersons, shall present all motions to the body present, and shall be present at 90% of the meetings of the Harry Potter Club. The President will have the authority to deposit and withdraw funds from any Harry Potter Club accounts.
2. An elected Co-President or Vice President shall share all of the Presidents responsibilities. The Co-President or Vice President will make sure that active members fulfill the requirements for active membership each semester.
3. An elected Secretary will take attendance and notes at each meeting and report the minutes via email and/or at the beginning of the next meeting. The Secretary will also draft solicitation and thank you notes to distribute after major events. The Secretary will maintain a list of current members and add new members to the Harry Potter Club listserv as necessary.
4. An elected Treasurer will keep a written account of all financial transactions. The Treasurer will be responsible for submitting a budget proposal at the beginning of each semester. The Treasurer should work with other members of the Executive Committee when preparing the budget proposal.
5. An elected Publicity Chair will head the Publicity Committee. With the help of the committee members, the Publicity Chair will contact the school, local newspapers, and various campus listservs about major upcoming events. The Publicity Chair and committee will advertise to the general public. The Publicity Chair and committee will also work to recruit new members to Active Minds. The Publicity Chair will be point person for using social media like Twitter and Facebook to gain attention on campus.

All elected officers will be currently registered students. The officers will form an executive committee. Although each officer has specific responsibilities, officers and members are encouraged to work together to complete tasks so that no single member becomes overwhelmed at any given time. Executive Board members are expected to meet independently of the general body to plan meetings and events.

Article V: ELECTIONS.

1. **Voting Eligibility:** Currently registered members who meet all requirements of active membership as set forth in Article III will be granted voting privileges.
2. **Election Process:** All officers shall be elected by a majority vote of eligible voting members of the Harry Potter Club. All elections will be held on an annual basis at the end of March, with interim elections being held at the end of November as needed. The President will take nominations from the floor, the nomination process must be closed and the movement seconded. The nominated parties will be allowed to vote. All voting shall be done by secret ballot to be collected and tabulated by the Secretary and one voting member of the Harry Potter Club, appointed by the outgoing President. Officers elected during February will be trained by the incumbent officers during the remainder of the spring semester. The officers elected in February will officially begin their term in May, and at the end of the spring semester. The officer then serves a term that starts during

the summer semester following their election and extends through the fall and spring semesters of the subsequent academic year.

3. **Removal:** Any officer in violation of the Organization's purpose or constitution may be removed from office by the following process: a. A written request by at least three members of the Organization. b. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak. A two-thirds (2/3) majority member vote is necessary to remove the officer.

Article VI: MEETINGS.

Meetings will occur at least once a month, but meetings may occur more frequently depending on member interest and on what the President deems necessary. The date of the next meeting will be agreed upon at the end of each meeting and will be included in the Secretary's minutes of the meeting. For a standard meeting, half of the active members are required for a quorum. Two-thirds of the active currently enrolled members are required for an election meeting.

- The following is an informal agenda to be followed during the meetings:
 - Report by the President/Officers
 - Committee/Event reports
 - Vote on all committee motions and decisions
 - Any other business put forward by the members of the club
 - Dismissal by the President

Article VII. COMMITTEES.

Article VIII. FINANCES. (if applicable)

Article IX. ADVISORS. (if applicable/desired)

1. If our CIO deems it necessary or desirable, one or more University of Virginia faculty, staff, or graduate student can serve as an advisor (preferably someone who looks, sounds, and acts like Albus Dumbledore).
2. [Insert a description of how the advisor will be selected and the duties/responsibilities of advisor].
3. List Advisor name and contact information.

Article X. AMENDMENTS AND BY-LAWS.

The constitution is binding to all members of the Harry Potter Club, but the constitution is not binding unto itself.

1. Amendments to the constitution may be proposed in writing by any active member of the Harry Potter Club. Amendments should be submitted to the President, who will then designate time for discussion of the proposed amendment at the following full-body meeting.
2. Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of active voting members.

By-Laws: Committees may be created as necessary by the President for specific events/projects. Any active member (including the officers) may serve as a committee chair.

Committee chairs will be appointed by the President and will coordinate the planning and execution of the committee project. Any number of active members may be on a committee.

Recommendations & Things to Keep in Mind

- The most effective Constitution documents are created through a joint process with input from all members rather than those that were written by one person. This way, your CIO can promote ownership and pride amongst all members in which every member has a “seat at the table.”
- For Club Sport CIOs, participants can only be faculty, staff, and students. For all other CIOs, membership should be open for anyone to join.
- Consider recruiting a Faculty/Staff Advisor to advise your CIO throughout the year. They can help with your constitution and connect you with other CIOs, departments, people on grounds that would be great guest speakers, etc. If you do decide to have an advisor, please add this into your Constitution (could be a separate section).
- Check out “Robert’s Rules of Order” (<http://www.rulesonline.com/>) to learn more about how to run a meeting and write a Constitution. Remember that your Constitution is the “GLUE” that holds your organization together and keeps your organization running smoothly during the academic year and during transitions between officers, etc. **Spend some time on it!**
- Review several Constitutions from other CIOs (available in Documents section on @UVA) to see how theirs are structured before you finalize your own. For example, some CIOs have a “Preamble” section outlining how they were formed and other relevant information to be included before the “Purpose/Mission” - you might be interested in including that!
- Other great examples of Student Organization Constitutions:
 - <http://www.newhaven.edu/296835.pdf>
 - http://www.wiu.edu/student_services/student_activities/student_organizations/pdf/SampleConstitutionByLaws.pdf

Once your Constitution is finalized, please have your President upload it to [@UVA](#).

1. Please go to @UVA - <https://atuva.student.virginia.edu/>
2. Click on the Organizations tab at the top of the page
3. Search and find your CIO
4. Once you are on your CIO’s webpage, click on “Manage Organization”
5. Open the Menu on the top left and add the file to the Documents section.

Leave your old ones there for reference & title your new one to indicate the current year.



Please do not hesitate to reach out to Kelly Chambers, the Program Coordinator for CIO Support within Student Activities, at kmc2sq@virginia.edu. You can also reach out to Student Activities at studentactivities@virginia.edu or stop by the PAC on the first floor of Newcomb!