

Any **BOLD** requirements need to be written **WORD-FOR-WORD** in the constitution/by-laws!

CRITERIA FOR ACCEPTANCE OF  
THE UNIVERSITY OF FINDLAY STUDENT ORGANIZATION  
CONSTITUTIONS AND/OR BY-LAWS

Revised Date: 05/30/20

- I. Name of the organization – what the name of the organization is going to be known as.
- II. A statement of purpose of organization.
- III. At least 3 officers and their responsibilities.
  - i. President: Organizational leader.
  - ii. Vice President/ Vice Chair: Officer to take over in case of absence of president.
  - iii. Secretary-Treasurer: Keeps minutes of meetings.
- IV. **(Insert club name) does not engage in discrimination in its programs, activities, and policies against students, prospective students, faculty, staff, or community members, on account of race, color, religion, sex, sexual orientation, gender identity, gender expression, marital status, height, weight, ethnic or national origin, age, or non-disqualifying handicap.**
- V. Financial cost so prospective members will know what it will cost to be an active member of the organization on a local level, as well as national level, if applicable.
- VI. **An advisor's name shall be submitted for approval by the Student Activities Office before they can act in that capacity, unless the advisor is automatically chosen through contractual agreement through The University of Findlay.**
- VII. **A UF faculty or staff advisor must be present at each meeting where formal action or decisions are to be made. (National Greek Fraternities and Sororities shall be exempt from this requirement on a case by case basis only when advance documentation is provided to UF by the National organization indicating a ritual for members only is taking place. Even in these cases though, the University reserves the right to monitor or enter the event if there is either a safety or policy violation concern).**
- VIII. The complete UF policy regarding hazing. This can be found at the UF website, keyword: hazing.  
  
**The University of Findlay prohibits physically, mentally, or emotionally harming or threatening to harm any person; intentionally or recklessly causing harm to any person or reasonable apprehension of such harm; or creating a condition that endangers the health and safety of self or others, including through the facilitation of, or participation in, any mental, emotional or physical hazing activity.**
- IX. A list of steps that the club must follow to remove an officer from his or her duties, followed by a list of steps to fill a vacant officer position.

OVER

- X. **A method of how officers are elected. Officers for the upcoming academic year shall be elected by the third week of April each spring semester.**
- XI. A method that solves the circumstance of tie during elections (make sure this method is fail-safe).
- XII. An attendance policy, or lack thereof, and all consequences if the rules are not followed.
- XIII. **All amendments to the current constitution must be submitted to the Office of Student Activities where they will be forwarded to the Office of Student Government for the Sergeant-at-Arms' approval before they can be implemented.**
- XIV. Constitution Contact Information including: Name, UF Email, and Phone Number.