

**University of Wisconsin-Eau Claire Student Organization Constitution**  
**Requirements/Guidelines**  
**Effective July 1, 2024**

1. State the official student organization name:
  - a. Keep it concise, limited to 3-4 words
  - b. No acronyms
  - c. Do not begin the name with "UW-Eau Claire," "UWEC," or "Eau Claire." These can be added at the end if desired (e.g., "Film Club, UWEC").
2. Name(s) of your student organization UWEC Faculty/Staff advisor(s.)
3. State the specific purpose(s) of the student organization.
4. Include a statement that "control must rest with the student members of the organization and that the student organization will be student-led and student-run at all times."
5. Include a statement that "all officer/leadership positions within the student organization must be held by students enrolled at UW-Eau Claire for at least half-time." (Half time is defined as a minimum of six (6) credits for undergraduates and a minimum of three (3) credits for graduate students.)
6. No student shall simultaneously hold more than one of the following positions: President, Vice/Co-President, Treasurer, or Secretary.
7. Include a statement that "the student organization will be responsible for the observance of the rules and regulations established by the University of Wisconsin-Eau Claire."
8. The inclusion of the following statement in its entirety (verbatim): *"Our organization will not use funds collected from member dues, fees, or fundraising efforts to purchase alcohol, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or behalf of the organization. In addition, same funds may not be used to purchase promotional materials for unofficial events that can only be attended by those of legal drinking age."*
9. The inclusion of the following statement in its entirety (verbatim): *"As a recognized student organization of the University of Wisconsin-Eau Claire, we will be conscientious in creating spaces where different voices and viewpoints are respected and heard. Our student organization will be held to this standard to best represent the University image and all students within our community. Bias incidences, which are defined as "something a person does, says, or otherwise expressed that is motivated by bias related to a person's social identity," will be reported to university. To report or learn more about bias/hate incidents, please visit [www.uwec.ly/birt](http://www.uwec.ly/birt)."*
10. Include a statement that "the student organization will hold all organization events in facilities and establishments that allow entry to persons of any age."
11. Include a statement that "the organization will maintain a minimum of **four** members at any given time." Organization officer & membership rosters must be updated at the start of each semester in Blugold Connect+.
12. Include a statement that "one hundred percent (100%) of the organization's membership, at any given time, must be currently enrolled students at the University of Wisconsin-Eau Claire.
13. The inclusion of the following statements in their entirety (verbatim.) **Please include both paragraphs.** ([per UW System Regent Policy 30-6](#)):

*"Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies, officers and members shall extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, ethnicity, gender (except as*

*otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin or ancestry, religion, sexual orientation or expression, veteran status, or parental or marital status."*

*(Per Regent Policy 30-6 - Student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.)*

14. Include a statement that "our student organization will be organized on a not-for-profit basis, as demonstrated by evidence that the organization uses any income or profit for organizational purposes, not for any individual or commercial gain;<sup>[2]</sup>"
15. Include a statement establishing quorum requirements for organization meetings.  
(Quorum is defined as the minimum number of members of an organization that must be present to conduct official business.)
16. Include a statement outlining the percentage of votes that business must receive to pass.
  - a. Add an additional statement outlining the percentage of votes that a constitutional amendment must receive to pass (if different than above).
17. The student organization must outline procedures for conducting nomination and election procedures for executive board positions. **In addition to your procedure information, you must add both parts a AND b below.**
  - a. A statement that election procedures will be fair (reasonable and unbiased) and democratic (inclusive of all members and self-governed) in nature.
  - b. Time frame, specific dates, must be included in relation to elections and transition of officers.
18. Include recall and vacancy procedures for executive board members.
19. Include removal procedures for student organization members.
20. Include a statement that "all constitution amendments will be submitted to the Student Organizations Commission of the University of Wisconsin-Eau Claire Student Senate for approval before taking effect."
21. Outline the **specific responsibilities of the student organization advisor**, who must be a current on-campus faculty/staff member of the University of Wisconsin-Eau Claire. (Student organizations are permitted to have multiple advisors, including off-campus advisors, however, must always maintain a primary University of Wisconsin-Eau Claire faculty or staff advisor.)
22. Include a statement that "all student organizations' annual re-registration requests, new organization requests, funding requests, and name change requests will be submitted by a **current student member of the organization.**"
23. Include a statement that "the student organization will update their Blugold Connect+ portal information and attend the Student Organization Leaders Nuts & Bolts Training annually, **by October 15th.**"

**ENFORCEMENT CLAUSE:** [The Student Organizations Commission of the University of Wisconsin-Eau Claire Student Senate](#) reserves the right to review and assess both organizations and their UWEC constitutions. In addition, should an organization's national affiliate not reasonably comply with UWEC's constitution requirements, the Student Organizations Commission of Student Senate and/or the Activities, Involvement, & Leadership office reserves the right to revoke a student organization's official registration status.