

SAMPLE Constitution

Below is an example of what a constitution might look like. All RIOs must have a constitution on file at the Center for Student Life and First-Year Programs, approved by the Coordinator of Leadership Development and the Dean of Students. This sample will serve as a *guideline* and may not be copied word for word.

(Name of RIO) Constitution

Date of last revision

Foreword

We, (state the RIO) at Hawai'i Pacific University, establish this Constitution of the (state the RIO), under the guidelines set by the University for Registered Independent Organizations (RIOs). The RIO will strive to (state the purpose and mission of your RIO).

Article I. MEMBERSHIP

1. Each student enrolled either as a graduate or undergraduate, full or part time with the University, and who feels he or she can make a meaningful contribution to the RIO is eligible to join the RIO.

Article II. ORGANIZATION

Part 1. Committee

1. The organizing committee shall consist of a president, vice president, secretary, treasurer, public relations officer, information officer, and four council members.

Part 2. Executive Officers

1. The executive officers of (your RIO) shall be the president, vice president, secretary, and the treasurer.

Part 3. Elections

1. Elections for office holders shall be held during the last week of April.

Part 4. Responsibilities

1. President
 - a. Shall be the chief executive officer of (your RIO) and shall preside over all RIO and Executive Council meetings.
 - b. Shall be responsible for developing and providing meeting agendas.
 - c. Shall appoint the chairpersons for all (RIO name) committees and be responsible for their coordination.
2. Vice President
 - a. Shall assist in the performance of the president's duties.
 - b. Shall perform the duties of the president in his/her absence.
 - c. Shall be responsible for the adherence of the (RIO name) constitution.
3. Secretary
 - a. Shall record the minutes of each (RIO name) or Executive Council meetings, and within seven days, make copies available to the executive officers, representative members, and the advisor.
 - b. Shall inform the executive officers and representative members of all special meetings.
 - c. Shall read, report, and file all correspondence pertaining to the (RIO name).
 - d. Shall set up a filing system to record all RIO activities.
 - e. Shall coordinate with the Executive Council the date, time, and place for all RIO open meetings.
4. Treasurer
 - a. Shall request approval from the RIO advisor before making a request for funds.
 - b. Shall keep an accurate record of all receipts and disbursements of RIO funds.
 - c. Shall post financial reports for each event within seven days following the event, and distribute copies to the executive officers and the faculty advisor.
 - d. Shall give a financial report at each open RIO and Executive Council meeting.
 - e. Shall submit to the executive officers and representative members semester financial reports.
5. Term of Office

- a. All elected executive officers of the (RIO name) are required to serve a term of one full year (from the first day after the spring semester ends, through the last day of the following spring semester).

Article III. FINANCES

Part 1. Fees and Other Income

1. The sources of income for the RIO shall be that income derived from various event fees, fundraising activities, and money budgeted from the University's general fund.

Part 2. Disbursements

1. All disbursements shall be submitted by the treasurer to the RIOs advisor for approval before being made through the Center for Student Life and First-Year Programs.

Article IV. COMMITTEES

1. Committees shall be organized when deemed necessary by the Executive Council.
2. The chairperson for each committee shall be nominated by a representative member and be approved by a majority of the executive officers and representative members.
3. Each committee shall submit a post-event report to the secretary within fourteen days of the event.
4. Special committees are responsible to the (RIO name) for the timely completion of their assigned tasks, and will make reports of their progress as required by the Executive Council.

Article V. AMENDMENTS

Part 1. Proposals

1. A proposed amendment shall have at least 40% of the Executive Council and representative members of the (RIO name).
2. The Executive Council acting unanimously shall have the power to propose an amendment.
3. The proposal shall be presented to the advisor for comments.

Part 2. Amendments

1. A proposed amendment requires 50% plus one vote approval of all executive officers and representative members.
2. If the proposed amendment receives the (RIO name) endorsement, it shall proceed to the advisor for approval.

Article VI. ADOPTION

Once your constitution is created, it must be reviewed and approved by the 50% plus one vote, in order for it to become the official constitution of your RIO.