

Name of Organization shall not unlawfully discriminate on the basis of race, age, color, religion, national origin, sexual orientation, gender identity, veteran status, or disability. Harassment or discrimination in any form based on any of these characteristics is strictly prohibited. Further, no individual shall be subject to retaliation for bringing a good faith complaint pertaining to harassment or discrimination within the organization against themselves or on behalf of another.

This organization shall comply with all Nevada System of Higher Education (NSHE) and University of Nevada, Las Vegas (UNLV) policies and procedures, including but not limited to

*Attend at least one special event per semester
Maintain a cumulative GPA of at least 2.0 at UNLV
Pay semesterly dues*



If financial dues are required to gain or maintain membership in the organization, this must be detailed in this section. What are the cost of dues? How frequently are dues collected? What happens if a member is unable to fulfill their financial obligations? Does payment of dues guarantee any specific items (such as a member t-shirt or certificate)? If dues are to be collected, organization leaders must be transparent with members on the expenditure of those funds.

*Every student organization must have a _____ (or equivalent position title),
☐ _____ (or equivalent position title), and at least one (but no more than two)
☐ _____ The structure of leadership within the organization may be
unique and determined by its collective members. Additional leadership roles are at
the discretion of organization members. Only students actively-enrolled at UNLV may
hold a leadership or Scheduling Liaison role. A minimum of three responsibilities must
be listed under each position contributing to the organization's guiding principles.
The scheduling liaison role may be held by someone holding another leadership role in
the organization.*

- A. President *(or equivalent position title)*. The president shall:
 - i. Serve as the primary contact person for the organization
 - ii. Serve as the primary liaison for all official communication with Student Involvement & Activities
 - iii. Ensure the annual re-registration of the organ-

i. Maintain up-to-

terms, etc. Specificity in this section can prevent challenges to the process.

- A. All members of the organization must be made aware of openings on the Executive Board.
- B. Elections will be held in **[[INSERT TIME FRAME OF ELECTION]]**

Example:

*Elections will be held in April of each year. (OR)
Elections will be held at the end of the fall semester will new officers assuming their roles at the start of the spring semester.*

- C. **[[INSERT THE NOMINATION PROCESS]]**

Example:

Any member may nominate another member, including themself. The nominated member must be willing and able to accept that nomination.

- D. **[[INSERT THE PARAMETERS REQUIRED FOR ELECTION INTO A POSITION]]**

Detail what it takes to be elected to an officer position. Are elections held in person or online through the Involvement Center? Does the winner need a simple majority of those who voted or is the threshold higher?

Example:

*Voting will occur by secret ballot
An officer will be elected into a position upon receiving a simple majority of general membership votes in attendance.
If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients.*

- E.

If a vacancy occurs in the President position, the vice president will fill assume the role until a special election takes place for the President position at a time and place determined by the Executive Board.

If a vacancy occurs, the Executive Board will appoint an eligible member into the position by a two-thirds majority vote of the Board. (OR)

If a vacancy occurs a special election will be held and a winner will be chosen by a simple majority of voting members.

Each officer shall be responsible for their duties as listed in this constitution. Officers may face removal from their position if they fail to meet the outlined responsibilities, do not maintain the membership requirements of the organization, are found in violation of NSHE or UNLV policy, or **[[INSERT OTHER VIOLATIONS THAT COULD RESULT IN THE REMOVAL OF AN OFFICER]]**

A. Petition

Detail what it takes to initiate the removal of an officer from their position.

Example: A written request by at least three (3) voting members of the organization should be submitted to the Executive Board

B. Procedure

- A. Each officer shall maintain a record of the duties and responsibilities performed in their position. These records should be maintained in an organizational shared digital drive and not in a personal digital drive.
- B. Outgoing officers shall make every effort to assist incoming officers through the transition process.

The primary advisor for Name of Organization must be a full-time UNLV faculty or staff member. The name and contact information for the primary advisor of this organization must be on file with Student Involvement & Activities and they must complete all requirements set forth by that department. Changes in the advisor role must be declared to Student Involvement & Activities within two weeks.

approval of the amendment.

- E. Unless stipulated otherwise in the amendment, changes to the constitution will take effect upon ratification.*

Once ratified, amendments to this constitution must be submitted in writing to Student Involvement & Activities for final review. Once approved by Student Involvement & Activities, the final constitution must be uploaded to the organization's Involvement Center page and all previous versions must be removed.