The following is an example of an RSO Constitution. Not all information in the below document is representative of the RSO Leadership Team. 

All highlighted items are those which have been added/changed since the last re-registration period.

REGISTERED STUDENT ORGANIZATION LEADERSHIP TEAM
Drafted on: April 25, 2013

Article One  NAME OF ORGANIZATION
- The name of this organization shall be Registered Student Organization Leadership Team, herein referred to as RSO Lead Team.

Article Two  PURPOSE OF ORGANIZATION
- The purpose of this organization is to advocate for and provide help and guidance to Registered Student Organizations at George Mason University, as well as student groups seeking the official establishment of an organization on campus.
- The mission of the RSO Lead Team is to promote collaboration among student organizations while facilitating the development, maintenance, and transitions of RSOs.

Article Three  MEMBERSHIP
- Membership in this organization will not be restricted on the basis of race, color, religion, ethnicity, national origin, physical or mental disability, sexual orientation, veteran status, gender identity, gender expression, sex, or age.
- The qualifications for membership in this organization are as follows:
  - Must be currently enrolled at George Mason University
  - Must maintain a minimum of a 2.5 Grade Point Average to maintain membership in the organization
  - Must be a current member of another Registered Student Organization at George Mason University
  - Must be able to commit a minimum of 10 hours per week to the organization
  - Must be able to attend weekly general body meetings
- Types of membership:
  - **Active** – Currently enrolled GMU students who attend meetings, organization functions, and pay dues.
    - Only active members may vote on matters directly affecting the organization and its functioning, including but not limited to elections, constitutional amendments, and other motions put forth in general body meetings
  - **Associate** – Members of the GMU faculty and staff who express interest and attend meetings and/or organization functions regularly
  - **Honorary** – Alumni or community members who express interest and attend meetings and/or organization functions regularly
- Revocation of membership:
  - Should a member conduct themselves in a way unbecoming a member of the RSO Lead Team or break rules or policies as set forth by the George Mason University Student Code of Conduct, their membership eligibility will be brought before the Executive Board. The Executive Board will vote on the revocation of the member’s membership status and the vote must be unanimous for the revocation to take effect.
OFFICERS

- The line of succession of the Executive Officers of the RSO Lead Team shall be as follows:
  - President
  - Vice President
  - Treasurer
  - Secretary
  - Public Relations Officer

- To hold an executive position, members must meet the following qualifications:
  - Must have been a member of the organization for at least one year prior to running for an executive position
  - Must maintain a 3.0 cumulative GPA throughout the elected term. Should an officer fall below the required GPA, they will automatically be removed from their office and the next officer in the line of succession will take their place until the position is filled. See Article Six for procedures on electing members to vacated positions.
  - Abide by all university policies as set for by the George Mason University Student Code of Conduct.

PRESIDENT

- The President of the RSO Lead Team must be able to perform the following responsibilities:
  - Preside over all Executive Board and general body meetings
  - Appoint, with the approval of the Executive Board, additional secondary positions (e.g. Sub-committee chairs)
  - Meet regularly with the faculty/staff advisor
  - Serve as a liaison between the RSO Lead Team and Student Involvement
  - Oversee the implementation of initiatives and delegate tasks
  - Oversee all organizational events
  - Oversee the training of new members of the organization
  - Complete all necessary trainings and corresponding quiz
  - Manage access to 25Live and booking spaces
  - Update roster on GetConnected as often as needed

VICE PRESIDENT

- The Vice President of the RSO Lead Team must be able to perform the following responsibilities:
  - Preside over all Executive Board and general body meetings in the absence of the president
  - Assist in appointing additional secondary positions (e.g. Sub-committee chairs)
  - Oversee all sub-committee initiatives
  - Report the state of the organizations and sub-committees to the president
  - Fulfill the responsibilities of the president in the event that the president is absent, removed, or is no longer able to perform the responsibilities of the office

TREASURER

- The Treasurer of the RSO Lead Team must be able to perform the following responsibilities:
  - Oversee all of the organization's financial matters
  - Collect and manage all membership dues
  - Apply for funding from the Student Funding Board when necessary and in a timely manner
  - Report to the president and the Executive Board about the state of the organization's finances
o Serve as the liaison between the organization and the Student Involvement Budget Manager
o Complete all necessary trainings and corresponding quiz
o Assist President in managing access to 25Live and booking spaces
o Fulfill the responsibilities of the vice president in the event that the vice president is absent, removed, or is no longer able to perform the responsibilities of the office

SECRETARY
• The Secretary of the RSO Lead Team must be able to perform the following responsibilities:
  o Record meeting minutes for all Executive Board and general body meetings.
  o Send all general body meeting minutes to all members within 24 hours following the meeting.
  o Record member attendance at meetings and events.
  o Fulfill the responsibilities of the treasurer in the event that the treasurer is absent, removed, or is no longer able to perform the responsibilities of the office.

PUBLIC RELATIONS OFFICER
• The Public Relations Officer of the RSO Lead Team must be able to perform the following responsibilities:
  o Oversee the promotional and recruitment publications for the organization
  o Manage all social media outlets, including but not limited to Twitter, Facebook, and the RSO website
  o Ensure that all members are acting responsibly on social media outlets
  o Fulfill the responsibilities of the secretary in the event that the secretary is absent, removed, or is no longer able to perform the responsibilities of the office.

ADVISOR
• The primary advisor shall be a full time member of the faculty or staff at George Mason University.
• Procedures for the selection of an advisor:
  o Candidate will be selected by the Executive Board of the RSO Lead Team and must receive a majority approval by general body.
  o Candidate will receive a formal request to serve as the advisor for the organization.
  o Upon receipt of acceptance from the candidate, the candidate will immediately be instated as the advisor.
• The advisor may offer guidance and support for the organization, but MAY NOT have a vote in organizational proceedings.
• Should the advisor fail to perform the responsibilities or abuse the privileges of their position, the advisor may be asked to resign from the position. Reasons for removal include:
  o Using authority to make decisions for the organization without the approval of the organization.
  o Using authority to overrule any decisions made by the organization.
  o Making any attempt to solely govern the organization.
  o Failing to fulfill the commitments that were agreed upon when accepting the position of advisor.

Article Five ELECTIONS
• Elections will be held each year at the final meeting in March.
• An open call for nominations will be made at the election meeting. Nominations will be made from the floor with the nominee either accepting or regretting the nomination. No self-nominations will be accepted.
Each nominee will be given 3 minutes to present their qualification to the general body. Members of the general body will vote via secret ballot, which will be collected and counted by the current President and Secretary. The nominee who receives the most votes will be instated into the open position. Should a tie occur between nominees, they will each have a 1-minute opportunity to once again present their qualifications. The voting process will be conducted as stated above. The newly elected officer will immediately begin observing the out-going officer. Incoming and out-going officers will be expected to meet with their counterpart at least 3 times to transition.

Article Six  
**IMPEACHMENT OR RESIGNATION**

- Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.
- Should members of the organization have documented reason that the impeachment of an officer is necessary, the members shall draft a petition for the removal of the individual in question which must be signed by a simple majority of the organization’s general body and presented at the next scheduled general body meeting. Upon presentation at the general body meeting, the petition will be put to a vote and must pass with a ¾ vote of the general body to take effect.
- Should an officer believe that they are unable to perform the outlined duties of their position, they shall write a formal request to resign from their elected or appointed position which shall be sent to the executive board or highest ranking officer for review.
- Should the resignation or impeachment of an elected officer occur, an emergency election may take place. Nominations may be made from the floor, with nominees either accepting or regretting the nomination. Members of the general body will vote via ballot, which will be collected and counted. The nominee who receives the most votes will be instated into the vacated position.

Article Seven  
**MEETINGS**

- Meetings will occur weekly on Wednesdays at 4pm.
- The President of the RSO Lead Team will preside over the meeting.
- The Executive Board will meet separately on a weekly basis on Sundays at 6pm.
- Members are expected to be present and on time at all meetings. If a member must be absent, a request for excused absence must be submitted to the Secretary at least 24 hours before the meeting. All unapproved absences or requests for absences received with less than 24 hours notice will be considered unexcused. Should a member acquire 3 unexcused absences, their membership in the organization will be put before the Executive Board for review. If the Executive Board deems it necessary, they may revoke the membership of the member. The Executive Board may allow the member to maintain their membership in the organization. If the member acquires a 4th unexcused absence, their membership will be automatically revoked.
- Quorum shall consist of two-thirds of the general body plus one officer. Any votes put before a body that does meet quorum will be void.
- Should a special meeting be necessary, the special meeting must be called and scheduled at least one week before the special meeting will take place.
- The latest edition of Robert’s Rules of Order shall be used for parliamentary rules of order.

Article Eight  
**FINANCE**

- Each member must pay $5 in dues per semester.
- The dues will be collected by the Treasurer of the RSO Lead Team
- The dues will be used to fund major events, social events, travel, and conferences.
Article Nine

AMENDMENTS

- Amendments to the Constitution may be brought forth at the Constitution review meeting which will take place every year at the general body meeting held the 1st week of March.
- A member of the general body may move to amend a portion of the Constitution, which must be met with a “second” from another member of the general body. Should the motion be seconded, a voice vote will be called. The amendment must pass with a simple majority to be installed.
- After all amendments are made, a motion to “end first reading” must be met with a “second” and a voice vote. The Constitution will be brought forth for review once again at the next meeting on the 2nd week of March and the final vote will take place. See Article Ten for voting procedures.
- **Student Involvement must review all amendments in the same manner as a completely new constitution.**

Article Ten

RATIFICATION

- The Constitution will be ratified each year at the meeting immediately following the Constitution review meeting, or the 2nd week of March.
- To ratify the Constitution, a member must move to approve the Constitution. This motion must be “seconded” in order to be voted on by the general body.
- A roll call vote will be held and the motion must pass with a ¾ vote of the membership to take effect.
- **This constitution shall become effective upon approval by a ¾ vote of the membership, and a Student Involvement staff member.**

Constitution Ratified on: April 26, 2014; April 27, 2015