



Tier III Organization Procedures

Constitution Renewal

Guide for Renewal of Constitution

UConn

STUDENT ACTIVITIES

TRUSTEE STUDENT
ORGANIZATION SUPPORT

Constitution Obligations

Tier III organizations are required to keep the current copy of their constitution on file with TSOS at all times.

At the beginning of every officer term, each Tier III organization must review their constitution internally, and submit meeting minutes demonstrating the review to TSOS.

Every four years, Tier III Orgs are required to undertake a formal review of their constitution which will include re-submitting it to their Organization Advisor in TSOS.

TSOS will notify Tier III Organizations at the beginning of the fall semester if their constitution must be re-submitted to the Organization Advisor in TSOS.

The Tier III organization must vote to approve their constitution and submit it to TSOS, along with the additional documents needed by the deadline provided.



Constitution Change

If changes are made to the organization's constitution outside of the four-year submission cycle, Tier III organizations must submit their updated constitutions to TSOS within two weeks of the vote, along with the additional documents needed.

Tier III organizations whose constitutions must be voted on by the student body will have additional deadlines to meet in conjunction with the Joint Election timeline.

Tier III orgs must submit the following documents to the Organization Advisor in TSOS:

- Cover memo explaining the context of the changes
- Copy showing the modifications of the 'old' (current) constitution in 'track changes'
- Meeting minutes (or voting results) demonstrating approval of the changes by the organization and/or its constituents (where required)



Process Completion

Any constitution changes will be submitted for notification to the UConn Board of Trustees.

Once the constitution has been presented to the Board of Trustees Student Life Committee, TSOS will notify the organization that they have completed the constitution renewal process.

This can take some time to get on the agenda depending on the time of year and what other matters are up for consideration on their agenda.



Questions

Trustee Student Organization Support

Ask first and save time and energy!

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Thank you!

