

Any **BOLD** requirements need to be written **WORD-FOR-WORD** in the constitution/by-laws!

CRITERIA FOR ACCEPTANCE OF  
THE UNIVERSITY OF FINDLAY STUDENT ORGANIZATION  
CONSTITUTIONS AND/OR BY-LAWS

- I. Name of the organization – what the name of the organization is going to be known as.
- II. A statement of purpose of organization.
- III. At least 3 officers and their responsibilities.
  - i. President: Organizational leader.
  - ii. Vice President/ Vice Chair: Officer to take over in case of absence of president.
  - iii. Secretary-Treasurer: Keeps minutes of meetings.
- IV. **(Insert club name) does not engage in discrimination in its programs, activities, and policies against students or prospective students, on account of race, color, religion, sexual orientation, marital status, height, weight, ethnic or national origin, age, non-disqualifying handicap, or sex.**
- V. Financial cost so prospective members will know what it will cost to be an active member of the organization on a local level, as well as national level, if applicable.
- VI. **An advisor's name shall be submitted for approval by the Student Activities Office before they can act in that capacity, unless the advisor is automatically chosen through contractual agreement through The University of Findlay.**
- VII. **A faculty advisor must be present at each meeting where formal action or decisions are to be made. National Greek Fraternities and Sororities shall be exempt from the requirements of the presence of their advisor where a conflict of ritual secrets may exist.**
- VIII. **All potential organizations are required to host at least one event that is for the whole campus each year.** (For example, musical, lecture, dance, themed event, game, etc.)
- IX. The complete Ohio Revised Code Section 2307.44 and 2903.31 regarding the hazing of members or the future code as it may change. This can be found at The UF website, keyword: hazing.

**Section 2307.44**

**Any person who is subjected to hazing, as defined in division (A) of Section 2903.31 of the revised code, may commence a civil action for injury or damages, including mental and physical pain and suffering, that result from the hazing. The action may be brought against any participants in the hazing, and the organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing, and any local or national director, trustee, or officer of the organization who authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or**

other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it and against the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743 of the revised code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institutions, it is an affirmative defense that the school, university, college, or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

#### **Section 2903.31**

**A. As used in this section, "hazing" means doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes mental or physical harm to any person.**

**B. 1. No person shall recklessly participate in the hazing of another.**

**2. No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.**

**C. Whoever violates this section is guilty of hazing, misdemeanor of the fourth degree. Any UF student organization or group found guilty of hazing will be subject to a \$500 fine, disciplinary action and possible loss of University recognition.**

- X. A list of steps that the club must follow to remove an officer from his or her duties, followed by a list of steps to fill a vacant officer position.
- XI. A method of how officers are elected and how often.
- XII. A method that solves the circumstance of tie during elections (make sure this method is fail-safe).
- XIII. An attendance policy, or lack thereof, and all consequences if the rules are not followed.
- XIV. All amendments to the current constitution must be submitted to the Office of Student Activities where they will be forwarded to the Office of Student Government for the Sergeant-at-Arms' approval before they can be implemented.**