RISO GUIDELINE

CONSTITUTION OF THE (NAME OF RISO)

ARTICLE I - NAME
What is the exact name/title by which the organization will be known? RISOs may not use the “University of Hawai‘i” or the “University of Hawai‘i at Hilo” in its name.

ARTICLE II - PURPOSE
What is the purpose of the organization? What are its broad goals? Are the aims political, social, cultural, religious, service, educational, etc? What is this group’s reason for being founded?

ARTICLE III - MEMBERSHIP
Section 1. Eligibility: Who is eligible for membership? What qualifications are there for membership? Are there any restrictions? A nondiscrimination clause should be provided and include the following: race, creed, color, age, national origin, ethnic background, gender, disability or handicapped status, sexual orientation, or religion.

Section 2. Categories: Will you have various membership categories, i.e. regular, associate, and honorary? Which types of membership are voting and non-voting members?

Section 3. How can membership be terminated and be reinstated?

ARTICLE IV- OFFICERS
Section 1. Officers: How many officers will there be for your organization? What titles will officers have? Only regular members should be allowed to serve as officers.

Section 2. Qualifications: Who is eligible to become an officer?

Section 3. Term of the Office: What will be their term of office – one semester, one year? Specify begin and end dates.

Section 4. Removal of Officers: What procedure exists to remove/recall officers?
ARTICLE V- EXECUTIVE BOARD

In large organizations the Executive Board manages affairs of an organization between meetings of the general membership. Special provisions are suggested below:

Section 1. Composition: Who would serve on the executive board? Usually, this would include the organization’s Advisor, the chairs of committees, and an at-large member of the organization.

Section 2. Powers & Duties: What are the responsibilities of the executive board it is empowered to do for the organization? Are there restrictions?

ARTICLE VI - COMMITTEES

Section 1. Composition: What committees will the organization have for effective functions within itself? (E.g. membership/recruitment, educational programs, community outreach, program coordinator, etc…)

Section 2. Duties: List the duties of each standing committee and distinguish the responsibilities of each committee’s goals and outcomes with programs.

Section 3. Committee Chairs: How are they selected? Who appoints them if necessary? How long do committee chairs serve?

ARTICLE VII – ELECTIONS

Section 1. Composition: How are officers to be nominated? Open nominations from members or by a nominating committee?

Section 2. Eligibility: State requirements to be eligible for officer positions. Will this include GPA requirements, membership dues, past experience in a field such as business management for a Treasurer position?

Section 3. Voting: When will officers be elected? Will it be a specific month and day of the week? Will voting be done by secret ballot, majority rule, electronically, etc…?

Section 4. Installation of Officers: When do officers assume their responsibilities and are officially installed? Indicate if this will be at a ceremony, immediately upon elections, or a specific time of the year.

ARTICLE VIII – MEETINGS

Section 1. Meeting Time & Place: When will regular meetings be held for the organization and the executive board? Will it be weekly, twice-a-month, monthly, quarterly, once a semester or annual?
Section 2. Quorum: How many members of the organization must be present to officially transact business during organization meetings and during executive board meetings? Will it be 2/3 of the membership/executive board or a simple majority of the membership/executive board or whoever shows up? It is important that serious thought be given to this as there are advantages and disadvantages to any requirement selected.

Section 3. Voting: What will be the basic requirement for approving actions of the organization and the executive board? Usually, this is a majority rule; however, some cases may require a 2/3 vote by the regular voting members of the organization.

Section 4. Parliamentary Authority: What resource will be relied upon for questions of parliamentary procedure? Robert’s Rules of Order, Newly Revised is the most common resource used. In smaller organizations, the following statement might be sufficient: “Parliamentary authority shall be derived from Robert’s Rules of Order, Newly Revised for decisions related to budget, officer elections and constitution or by-laws revisions. All other decisions shall be by consensus.”

ARTICLE IX - FINANCES

Section 1. Dues: If membership dues are collected, state that in this section. How often will dues be paid and to whom will they be paid.

Section 2. Budget: What plans for spending finances of the organization must be presented to the membership? Who is responsible for preparing the annual budget? When must the budget be approved by the members?

Section 3. Disbursements: Whose signatures are required to expend funds? Will it be the Treasurer only, or the Treasurer and one other officer, or the Treasurer, one other officer and the advisor, or some other combination? It is important to have a check and balance between individuals who have authority to expend the organization’s funds.

Section 4. Audits: Who will audit and double-check the expenditures of the organization? This should be done at least once a year particularly when the officers change.

ARTICLE X - AMENDMENTS

Section 1. Initiation: Who can initiate proposals for amending the Constitution? Are amendments proposed in writing prior to meetings or verbally at meetings? Are a minimum number of members required to propose an amendment?

Section 2. Voting: Must the membership vote on the proposed amendments by the next regular meeting, or within two weeks of the proposal, or at the meeting at which the amendment is proposed? Will voting be by written ballot, or verbal, vote, or show of hands or whatever other process? Will it take 2/3 vote, 3/4 vote, or simple majority for
an amendment to be approved? Constitutional amendments usually require 2/3 vote for approval.

---

**BY-LAWS OF THE (NAME OF RISO)**

**ARTICLE I - MEMBERSHIP**

**Section 1.** Types of membership: If there are different types of membership (regular, associate, honorary), state the qualifications for each. If honorary membership is available, state how such members are selected.

**Section 2.** Termination of membership: Can members be terminated? Under what conditions and by what process? Can a member be reinstated? Under what conditions and by what process?

**ARTICLE II - FEES (OR DUES)**

**Section 1.** Membership fees (dues): How often will fees (dues) be collected? How is the amount determined? What is the process for changing the amount? What is the amount?

**Section 2.** Disbursement of fees (dues): What will fees be used for? Who decides use? Are there specific restrictions on what the RISO’s money can be used for, i.e. purchase of alcohol?

**ARTICLE III - DUTIES OF OFFICERS**

**Section 1.** President: The President shall be to...

**Section 2.** Vice-President: The Vice-President shall be to...

**Section (x).** Continue to add sections for each of the officers of the organization.

**Section (x).** Recall of officers: If any officers are not meeting their responsibilities, how will they be removed from office (recall)?

**Section (x).** Replacement of officers: How will officers who are recalled or resign be replaced?

**Section (x).** Is there anything else that should be included related to officers?
ARTICLE IV - COMMITTEES

Section 1. Standing Committees: What are the standing committees and what are the functions and responsibilities of each?
A. X Committee: functions
B. Y Committee: functions
(Add as needed)

Section 2. Special (Ad hoc) Committees: How is a special committee formed? Who appoints the special committees? When and how is a special committee disbanded?

ARTICLE V - ELECTIONS

Section 1. Nominating procedure: How will candidates be nominated? Will nominations occur at a meeting prior to the meeting when elections are held or will the election be held at the same meeting when nominations are accepted? Will there be a special nominations committee who presents the slate to the membership?

Section 2. Voting procedure: Will the vote be by a secret ballot or some other process? Who will conduct the election? Is a simple majority vote sufficient to be elected?

Section 3. Time of election: When will the election take place? Be sure this time is consistent with the term of office in your Constitution.

ARTICLE VI - ORDER OF BUSINESS

The order of business is usually included in the By-Laws as it may change from time to time. It is acceptable to include this section in the Constitution or the By-Laws.

Order of Business: In what order will items be taken up at each meeting? A customary agenda follows:

Section 1. The order of Business at regular meetings shall be:

1) Call to Order
2) Roll Call or head count to establish quorum is present
3) Reading of Minutes of Previous Meeting
4) Officers’ Reports
5) Committee Reports
6) Unfinished Business
7) New Business
8) Announcements
9) Adjournment
Section 2. The order of business at Executive Board (Committee) meetings shall be:

1) Call to order
2) Roll Call or head count to establish quorum
3) Unfinished Business
4) New Business
5) Adjournment

ARTICLE VII - AMENDMENTS

Will these By-Laws be amended in the same manner as the Constitution? For most RISOs, it will be. For the chartered organizations, amendments to the Constitutions must be approved by the student body, while amendments to the By-Laws may be made by 2/3 vote of the organization.
ASSUMPTION OF RISK AND RELEASE

I, the undersigned, in full recognition and appreciation of the inherent risks and dangers to which I may be exposed during my participation, on (date), in the:

{for example}
Volcano Tour and during transportation from the UH Hilo to the Volcano, within the Volcanoes National Park and return to UH Hilo; inherent dangers and hazards include, but are not limited to: traffic and road conditions; rough, uneven and sloping volcanic terrain; volcanic fumes; changing weather conditions, i.e. heat, cold and rain.

{or for another example}
Hapuna Beach trip and during transportation to and from Hapuna Beach, including, but not limited to traffic and road conditions; strong undertows; unpredictable surf; limited or no lifeguard service; and exposure to strong sun.

{Be sure to include any risks you may think of for other activities, these examples can be used as is if you do such an activity.}

I do hereby agree to assume all the risks and responsibilities surrounding my participation in this activity or any activities undertaken as an adjunct thereto; and further, I do for myself, my heirs, executors, and administrators hereby defend, hold harmless, indemnify and release, and forever discharge the University and (Name of RISO) and all its officers, agents and employees from and against any and all claims, demands and actions or cause of action, on account of damage to personal property, or personal injury, or death which may result from my participation, and which result from causes beyond the control of, and without the fault or negligence of the University and (RISO) and its officers, agents, or employees during the period of my participation as aforesaid.

IN WITNESS WHEREOF, I have caused this release to be executed this ____________ day of, 200__.  

PRINT name of participant  PRINT name of witness

SIGNATURE of participant  SIGNATURE OF witness