

This is a sample constitution provided by Student Affairs to assist your student organization in creating a constitution that meets the standards for registration. Additional information and detail may be added/adjusted as needed.

Please use this sample and the Student Organization Constitution Checklist, and insert organization-specific information in the areas denoted by *blue italics*.

Constitution of *Insert Organization Name*

ARTICLE I – Organization Name and Mission

Section 1: Name

- A. The official name of this organization shall be *Insert Organization Name*. The organization may also refer to itself as *Insert Acronym or short name (if applicable)*.

Section 2: Mission

The mission of *insert organization name* is to *insert the organization's mission statement (e.g. "promote interest in....", "to represent student needs and wants in regard to....")*.

Section 3. Insert any Additional Information

- A. *What are your organization's objective(s)?*
B. *Purpose?*

ARTICLE II – Governing Rules and Regulations

- A. Compliance with Campus Regulations: This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.
B. The most current version of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this constitution.

ARTICLE III – Membership

Section 1: Membership Statement

- A. Membership Eligibility: *Describe who is eligible to join your organization (keep in mind that only currently enrolled UNT Dallas students or faculty or staff members may join a student organization)*. Membership in this organization is limited to any student service fee paying student who is currently enrolled at the University of North Texas.
B. Non-Discrimination Statement: *Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status*.
C. Anti-Hazing Statement: *As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that*

causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Section 2: Membership Requirements

Sample sentences include:

- A. *Members must pay dues as per Article VII;*
- B. *Members must attend X% of membership meetings within the current semester;*
- C. *Members must have and maintain a minimum cumulative GPA of X.XX;*

Together with Article III, Section 1, these additional requirements define what it means to be an “active student member.”

Section 3: Voting Rights

- A. Only members enrolled as students of UNT Dallas and that meet the membership requirements as established by this constitution are eligible to vote.
- B. The President may not cast a vote, but may break a tie.

ARTICLE IV – Officers

Section 1: Eligibility

- A. To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing
- B. An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.
- C. *Add additional requirements, if desired.*

Section 3: Titles and Duties

- A. The officers of this organization shall include a President, Vice President, Treasurer, and Secretary, *and additional officer titles, if applicable.*
- B. President:
 - Serve as the official representative of the organization.
 - Supervise and coordinate the activities of the organization.
 - Serve as the liaison between the organization and University community.
 - Call regular and special meetings and presides over meetings of the organization.
 - Prepare agendas for meetings.
 - Maintain communication with Student Affairs and ensure that all organizational information, including registration, is current.
 - Ensure that all officers are performing their duties as defined in this Constitution.
 - Keep advisor informed of activities and functions of the organization.
 - Be familiar with University policies as they relate to student organizations and communicate them to the organization as needed.

- Provide all documents and records pertaining to their responsibilities to the newly-elected President.
 - Assign special projects to officers.
- C. Vice President:
- Assist the President in their duties.
 - Assume the President's responsibilities in their absence.
 - Keep accurate records of all meetings in the Secretary's absence.
 - Plan and be responsible for all retreats and training of the organization.
 - Perform an audit of all financial transactions of the organization once per semester.
 - Provide all documents and records pertaining to their responsibilities to the newly-elected Vice President.
 - Assist in special projects as assigned by the President.
- D. Treasurer:
- Keep an accurate account of all funds received and expended.
 - Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Student Affairs.
 - Be responsible for collecting dues and notifying members who are delinquent in their payments, if applicable.
 - Provide financial records sufficient to allow the Vice President to perform audits.
 - Provide all documents and records pertaining to their responsibilities to the newly-elected Treasurer.
 - Assist in special projects as assigned by the President.
- E. Secretary:
- Notify members of meetings at least 48 hours in advance.
 - Keep accurate minutes and records of all meetings.
 - Maintain accurate list of members and their contact information.
 - Prepare the organization's registration profile and submit to Student Affairs at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
 - Take attendance at all meetings and maintain an attendance record.
 - Check eligibility for potential officers, prior to annual elections.
 - Keep copy of constitution and have available for members.
 - Provide all documents and records pertaining to their responsibilities to the newly-elected Secretary.
 - Assist in special projects as assigned by the President.
- F. The *additional Insert officer title shall (if applicable):*
- *Duties of officer*
 - Provide all documents and records pertaining to their responsibilities to the newly-elected *Insert officer title*.
 - Assist in special projects as assigned by the President.

Section 4: Nominations & Elections

- A. The nomination and election of officers shall occur annually at the membership meeting held in *insert month*.
- B. Any active student member may nominate someone or themselves for office.
- C. All active student members present will have the opportunity to vote by secret ballot.
- D. A candidate shall be elected by a majority of votes.
- E. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election.

Section 5: Installation and Term of Office

- A. Newly elected officers shall take office immediately following the membership meeting in *insert month* and their term will end immediately following the membership meeting the next *insert month*.
- B. Any change in officer information should be reported to the office of Activities and Organizations.
- C. The length of term of office shall be no longer than one academic year.

Section 6: Vacancies

- A. Removal: Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, violation of any provision of the Constitution, or for any action or conduct that is deemed detrimental to the welfare of the organization, members, or the University of North Texas.
 1. A petition to remove the officer in question must be submitted to the President (or Vice President in the event the officer in question is the President). Such a petition must contain the signature of at least a majority of the active student members of the organization. When such a petition is received, the President (or Vice President) shall call a meeting of organization to decide upon removal.
 2. The officer in question will be notified in writing of the grounds for removal at least one week prior to the meeting and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.
 3. An officer may be removed from office upon a 2/3 affirmative vote of active student members.
- A. Resignation: The resignation of an officer must be submitted to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance.
- B. Filling Vacancies: When filling vacancies, the nomination and election process as stated in Article III, Section 4 will take place at the next membership meeting.

Article V: Meetings

Section 1: Membership Meetings

- A. Membership meetings shall be held *insert frequency, such as weekly, biweekly, or monthly* during the academic school year and are open to those defined in Article III.
- B. Voting: Officers and active student members are allowed one vote per motion. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.
- C. Quorum: The quorum required to conduct business is a majority of the officers and organization's active student members.

Section 2: Officer Meetings

- A. Officer meetings shall be held *Insert frequency, such as weekly, biweekly, or monthly* during the academic school year and are closed to officers only.
- B. Officers are allowed one vote per motion. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.
- C. The quorum required to conduct business is a majority of the officers.

Section 3: Special Meetings

- A. Special meetings may be called by the President, with the approval of the officers. A majority vote of the officers or active student members may also call a special meeting.
- B. The Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

Article VI: Advisor

Section 1: Eligibility and Selection

- A. The advisor shall be selected by the officers.
- B. To be eligible to serve as the advisor, the person must be a full-time UNTD faculty or staff member.
- C. The advisor has no term limit as long as they remain eligible.

Section 2: Expectations

- A. Voting: Has no voting rights within the organization.
- B. Responsibilities:
 - a. Be available to officers and members for consultation, advice, counsel, and as a resource.
 - b. Be familiar with and provide guidance on university policies and Student Affairs procedures pertaining to student organizations.
 - c. Meet *Insert how often i.e. bi-weekly or monthly* with the President.
 - d. Sign and/or approve required Student Affairs and university paperwork.
 - e. Attend the organization's meetings and activities at least once per semester and when necessary.
 - f. Keep open lines of communication with Student Affairs on matters of concern, regarding the student organization.
 - g. *Insert any additional advisor responsibilities as identified by your student organization's membership and leadership team.*

Section 3: Removal and Vacancy

- A. If the organization wishes to remove the advisor, the advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the officers in order to relate any relevant defense prior to the voting for removal. Upon a majority vote of officers, the advisor will be removed from their duties.
- B. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Affairs.

ARTICLE VII – Finances

Section 1: Dues

Dues and other fees, as well as the collection schedule, may be set by a majority vote of active student members.

Section 2: Payment

- A. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University policy or local, state, and federal laws.
- B. The Treasurer and President shall be responsible for ensuring the payment of all debts accumulated by the organization.

Section 3: Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution, after each election.

Section 4: Dissolution

In the event that the organization ceases to exist, any funds remaining in the organization's bank account shall be donated to: *Pick a tax-exempt 501(c)(3)/non-profit charity or cause, include their address and phone number.*

Article VIII – Amendments

- A. An amendment to the constitution may be proposed by any active student member of the organization, and must be submitted in writing to the President.
- B. The proposed amendment shall be announced at a meeting at least two (2) weeks prior to the meeting when the vote will be taken.
- C. Two (2) weeks after the proposed amendment has been announced, the organization may vote to adopt the amendment by a two-thirds (2/3) vote of active student members.

History of Constitution

Created: *insert original date of creation*

Revised: *insert the last date of revision/approval*