

## STUDENT ORGANIZATION CONSTITUTION CHECKLIST

All registered student organizations must draft, ratify, and adopt a constitution and/or bylaws. These documents articulate the purpose of the organization, explain the procedures that are followed by all members of the organization, determine the structure, help guide the day-to-day dealings of the group, and ensure orderly functioning. A constitution is the foundation of any organization.

Constitutions typically require a two-thirds vote of the membership for adoption. This can also be set by your constitution. If your organization is associated with a national organization, you may have a national constitution and bylaws. Check with your headquarters, if you have one, to receive templates. Your template should still encompass the UNT Dallas requirements listed in the blue box on the right. Some organizations also have bylaws, which expound upon articles in the constitution in more detail (i.e. procedures) and are more easily amended with a simple majority needed for passage.

The needs of the group may change over time so both the constitution and bylaws should be reviewed annually. To ensure all members are accurately informed of the purpose and procedures of the group, these documents should be provided to all and utilized in training new officers and members.

If you have any questions, please contact the Office of Activities & Organizations.

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### CONSTITUTION CHECKLIST

- Name of Organization
- Objectives and Purpose
- Mission
- Membership
  - Eligibility
  - Classification of membership
  - Fees/dues (optional)
  - Attendance/participation requirements
- Officers/Executive Board
  - Officers:
    - President
    - VP
    - Treasurer
    - Secretary
    - SGA Representative/Liaison
  - Powers of the board
  - Duties of officers
  - Length of term
  - Election/appointment process
  - Method of filling vacancies
- Meetings
  - Minimum number required for meetings
  - Quorum for meetings
  - Special meetings
- Committees (optional)
  - Name & Manner of responsibilities
- Voting
- Required Statements
  - Non-discrimination
  - Anti-hazing
  - Compliance with campus regulations
- Advisor
- Ratification
- Amendments