The following components are recommended of all registered student organization constitutions:

- **Organization name and/or abbreviation** – Name of organization stated clearly and any acronym/abbreviation is noted (please do not label your group with SHSU or Sam Houston unless it is vital to the acronym/abbreviation...i.e. SHAMOS, Sam Houston Association for Medically Oriented Students)

- **Purpose and goals** – General purpose, type of activities, affiliation with other groups or national organizations

- **Membership eligibility, standards and requirements** – Outlines for eligible membership and any requirements that must be met before applying for membership

- **GPA requirement for officers and/or members** – Refer to Student Organizations Policy Section 3.3 Specific Limitations on Rights and Responsibilities of Student Organizations in the SHSU Student Guidelines

- **Officer duties** - Specific officer duties listed for any elected, selected or appointed leadership position

- **Financial procedures statement** – including how any monies collected will be used within the organization

- **Committees** – If applicable, how committees are formed, list of responsibilities/functions and reporting structure

- **Meetings** – General timeframe for meetings, quorum requirements and meeting structure

- **Elections (timing)** – including the timing and notification of the selection

- **Elections (process)** – Voting membership or appointment process

- **Disciplinary procedures (notice)** – Procedures for disciplining and/or removing a member or officer, including a notice to the member/officer of the issue

- **Disciplinary procedures (perspective)** – Procedures for disciplining and/or removing a member or officer, including a process whereby the member or officer is given an opportunity to share his/her perspective.

- **Advisor expectations** – including any requirements from Academic Department-sponsored organizations

- **Constitutional amendment procedure** – Voted and approved by membership, indicating the number of votes needed from membership/leadership for approval

- **Statement of annual review** – Reviewed annually and subject to the approval of the Department of Student Activities

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**Organization Name:**

**Date Reviewed:**

**Reviewed by:**