

# SAMPLE ORGANIZATION CONSTITUTION

Simply modify the "Constitution" below to suit your organization's needs & personality

- I. **Name:** The name of this organization shall be known as...  
(List state, regional, or national affiliation, if applicable.)
- II. **Purpose:** The purpose of this organization is to...  
(Summarize the long-term goals, objectives, and purposes that your group will serve)
- III. **Membership:** \*choose the ONE that best suits the style of your organization  
(1) Membership into (insert organization's name) shall consist of (insert membership requirements)  
(2) The requirements for membership in (insert organizations name) are (insert membership requirements)  
(3) Membership is open to any SHSU student who... (insert membership requirements)
- IV. **Meetings:** Meetings shall be held... (insert the meeting information.)  
  
We encourage organizations not to put specifics about the day of the week or the meeting room number. If meeting times change, the constitution will have to change again. Your constitution is the backbone of your organization and should only be modified when absolutely necessary.  
  
**EX:** Meetings will be held weekly or biweekly or the **X** day of the month.
1. (**X** number or % number) of members shall constitute a quorum for purposes of conducting the organization's business.
  2. The rules of parliamentary procedures as laid down in the latest edition of Roberts Rules of Order shall govern all organization meetings (**if applicable**).
- V. **Officers**
1. President- list official duties and requirements
  2. Vice President- list official duties and requirements
  3. Secretary- list official duties and requirements
  4. Treasurer- list official duties and requirements
  5. (List any other officer positions if applicable)  
**\*do not put the individual names of your elected officers because they will change frequently\***
- VI. **Committees** The following standing committees shall exist:
1. Fund-raising
  2. Membership
  3. Programming
  4. Publicity
  5. (List any other committees if applicable)
- VII. **Elections**
1. The term of office for all positions is (insert length of time).
  2. Elections will be held in (insert month) of each year.
  3. Voting will consist of (insert method of officer/committee chair selection).
- VIII. **University Registration/Recognition: (THIS SECTION MUST APPEAR IN EACH ORGANIZATION CONSTITUTION)**
- At the beginning of each fall, spring, and summer semesters, this organization shall submit an Organization Update Form to the Department of Student Activities no later than the twelfth class day. Changes in officers that occur during the semester must be reported promptly. If this organization fails to abide by this policy, we must resubmit the "New Student Organization Application Packet" to the Department of Student Activities and subsequently go before the Student Organizations' Board for reconsideration to once again become an officially registered student organization.
- VIII. **Amendments**
1. This constitution shall be amended by (insert percentage) vote of the membership.
  2. A copy of all constitutional changes and amendments will be submitted to the Student Activities Office as described above.