

# **SH CONSTITUTION/BYLAWS CHECKLIST**

National, state, or local constitutions will not be accepted as is. The following components are required of all recognized student organization constitutions and/or bylaws at Sam Houston State University:

COMPLETE NEEDS  
REVIEW

**Organization Name and/or Abbreviation** – The name of the student organization should be stated clearly, and any acronym/ abbreviation should be noted.

*Note: General student organizations (GSOs) may not give the impression that the organization is an official unit of SHSU. This includes, but is not limited to, using the University name of Sam Houston State University or any abbreviation of the University name as part of a GSO's name. Only sponsored student organizations (SSOs) may use the name of the University or an abbreviation of the name of the University as part of or in conjunction with the organization's name.*

**Purpose and Goals** – Include statements of the student organization's general mission/purpose, type of activities, and affiliation with other groups or national organizations.

**Membership Eligibility, Standards, and Requirements** – Include outlines for eligible membership and any requirements that must be met before applying for membership.

*Note: officers must be currently enrolled at the university, have and maintain a 2.0 SHSU GPA cumulatively, must not be on disciplinary probation.*

**Executive Board Positions** – List specific Executive Board duties for any elected, selected, or appointed leadership position.

**Advisor Expectations** – List specific advisor expectations and required duties.

**Elections** – Include the timing of the vote/selection. If the Executive Board is voted in, list the percentage constituting a win. If the Executive Board is appointed rather than voted in, list the interview/selection process.

**Disciplinary Procedures** – Include procedures for notifying a member for discipline or removal and the process whereby the member or officer is given an opportunity to share their perspective.

**Meetings** – Describe the general time frame for meetings and the meeting structure.

**Financial Procedures Statement** – How will funds be specifically managed? Include how any money collected will be used within the organization. Include fundraiser adherence statement. Example: "We shall, as it deems necessary, undertake fundraisers for its own purposes. All fundraising shall be conducted in accordance with Sam Houston State University policies."

**Student Organization Handbook & Student Code of Conduct** – Include adherence statement. Example: "Our student organization will adhere to the SHSU Student Organization Handbook and the SHSU Code of Conduct."

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| <b>Student Organization:</b> |
| <b>Date Reviewed:</b>        |
| <b>Staff Reviewer:</b>       |

Revised: August 2025

New Review Date: August 2026