



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. Groups will not be allowed to create organizations with SHSU, Sam Houston, or Sam Houston State University in the official 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 that the officer minimum GPA must be 2.0.

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.

Committees – If applicable, how are committees are formed? List the responsibilities/functions and the reporting structure.

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

Statement of Annual Review – Add a statement of annual review including how amendments will be made. Include approval statement. Example: "This constitution is subject to the approval of the Department of Student Involvement."

For office use only:

Student Organization:	
Date Reviewed:	
Date To Complete Revisions By:	
Student Staff Reviewer:	
Professional Staff Reviewer:	

