SAMPLE CONSTITUTION

I. NAME: The name of this organization shall be known as...(List state, regional or national affiliation...if applicable.)

II. PURPOSE: The purpose of [NAME] is to...(Summarize organization long-term goals, objectives and purposes.)

III. MEMBERSHIP/GPA: (Sample A) Membership into [NAME] shall consist of [REQUIREMENTS]
(Sample B) Requirements for membership in ([NAME] are [REQUIREMENTS]
(Sample C) Membership is open to any SHSU student who...[REQUIREMENTS]
Don’t forget to list any dues or grade requirements if applicable.

IV. OFFICERS: The officers of [NAME] shall be as follows:
 a. PRESIDENT – list eligibility & duties
 b. VICE PRESIDENT – list eligibility & duties
 c. SECRETARY – list eligibility & duties
 d. TREASURER (if your organization handles any monies whatsoever) – list eligibility & duties. A detailed financial procedures statement should be included.
 e. (List others as needed)
There is a grade point requirement for all officers. Please refer to Student Organizations Policy Section 3.3 Specific Limitations on Rights and Responsibilities of Student Organizations in the SHSU Student Guidelines.

V. FINANCIAL PROCEDURES: List of procedures describing how funds will be managed. Include policy for how money will be collected

VI. COMMITTEES: (If applicable.) List any standing committees and their functions. These could include but are not limited to Membership, Fundraising, Publicity, Events, Risk Management, etc.

VII. 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).

VIII. ELECTIONS: Shall include procedure for nomination process/timing, election timing/process, voting procedures (election chairman, ballot counting, percentage needed for win, etc.) and terms of office (unless included in officer description).

IX. DISCIPLINARY PROCEDURES: Shall include procedures for disciplining and/or removing a member or officer, including a notice to the member/officer of the issue and the process whereby the member or officer is given an opportunity to share his/her perspective. These procedures should be objective and detailed so that clear expectations are given for the responsibilities of members and executive officers alike.

X. RISK MANAGEMENT: Statement regarding adherence to Risk Management Guidelines in the SHSU Student Guidelines for organizational practice. May include specific safety procedures, requirements for insurance and/or certifications, etc.

XI. ADVISOR: Shall included expectations (i.e. involvement, attendance, etc.) for organizational advisor. If organization stems from an academic department, any requirements for advisors from the department shall be listed here.

XII. AMENDMENTS: Shall include procedure for amending constitution (process/timing), voting procedures (review chairman, ballot counting, percentage needed for passing amendment, etc.) and terms of submitting updates/changes to members and Leadership Initiatives (as listed in Article X).

XIII. ANNUAL REVIEW: This constitution shall be reviewed annually (state when, by whom, and procedure) and most recent copy shall be uploaded and maintained on the OrgLINK system.