

This is a sample constitution provided by Student Activities to assist your student organization in creating a constitution that meets the standards for registration. Additional information and detail may be added/adjusted as needed and uploaded into OrgSync. Please use this sample and the Student Organization Constitution Checklist, and insert organization-specific information in the areas denoted by *green italics*. Notes are provided in comment bubbles.

## Constitution of *Insert Organization Name*

### ARTICLE I – Organization Name and Mission

#### Section 1: Name

- A. The official name of this organization shall be *Insert Organization Name*.
- B. The organization may also refer to itself as *Insert Acronym or short name (if applicable)*.

**Commented [UNT1]:** This will be the official name, if approved for registration.

#### Section 2: Mission

The mission of *insert organization name* is to *insert the organization's mission statement (e.g. "promote interest in....", "to represent student needs and wants in regard to....")*.

**Commented [UNT2]:** The mission statement should be clear, precise, and definitive (generally 30 words or less). Anyone who reads the mission should understand the group's purpose and why it is in existence. This statement is what will appear on the Student Activities website, and should therefore incorporate key words that will help students searching for groups of interest.

### ARTICLE II – Governing Rules and Regulations

- A. *This* organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.
- B. The most current version of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this constitution.

**Commented [UNT3]:** This clause should be included verbatim.

### ARTICLE III – Membership

#### Section 1: Membership Statement

- A. Membership in this organization is limited to any student service fee paying student who is currently enrolled at the University of North Texas.
- B. Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.

**Commented [UNT4]:** This section should be included verbatim. There are very few legal exceptions to this section, which can be discussed with Student Activities.

#### Section 2: Additional Membership Requirements

*Sample sentences include:*

- A. *Members must pay dues as per Article VII;*
- B. *Members must attend x% of membership meetings within the current semester;*
- C. *Members must have and maintain a minimum cumulative GPA of X.XX;*

**Commented [UNT5]:** Organizations may create additional legal criteria for membership, beyond being enrolled at UNT. Additional organizational membership requirements must be approved by Student Activities.

Together with Article III, Section 1, these additional requirements define what it means to be an “active student member.”

### Section 3: Voting Rights

Only active student members are eligible to vote.

## ARTICLE IV – Officers

### Section 1: Eligibility

- A. To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy).
- B. An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

**Commented [UNT6]:** This section should be included verbatim.

### Section 2: Additional Eligibility Criteria

*Add requirements, if desired.* The requirements of this section may be waived by a 2/3 affirmative vote of active student members, prior to nominations and elections.

**Commented [UNT7]:** This section is optional. Organizations may create more stringent, legal officer qualifications than those listed in Section 1. This could include prior attendance, major, and GPA (greater than the UNT policy minimum), among others, and would need to be approved by Student Activities. This is what would be required for an active student member to be eligible to run for and maintain a position.

### Section 3: Titles and Duties

- A. The officers of this organization shall include a President, Vice President, Treasurer, and Secretary, *and additional officer titles (if applicable).*
- B. The President shall:
  - Serve as the official representative of the organization.
  - Supervise and coordinate the activities of the organization.
  - Serve as the liaison between the organization and University community.
  - Call regular and special meetings and presides over meetings of the organization.
  - Prepare agendas for meetings.
  - Maintain communication with Student Activities and ensure that all organizational information, including registration, is current.
  - Ensure that all officers are performing their duties as defined in this Constitution.
  - Keep advisor informed of activities and functions of the organization.
  - Be familiar with UNT policies (especially 07.019 Student Organization Policy and the Code of Student Conduct) as they relate to student organizations and communicate them to the organization as needed.
  - Provide all documents and records pertaining to their responsibilities to the newly-elected President.
  - Assign special projects to officers.

C. The Vice President shall:

- Assist the President in their duties.
- Assume the President's responsibilities in their absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the President.

D. The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Student Activities.
- Be responsible for collecting dues and notifying members who are delinquent in their payments, if applicable.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.

E. The Secretary shall:

- Notify members of meetings at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain accurate list of members and their contact information.
- Prepare the organization's registration profile and submit to Student Activities at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.

F. The *additional Insert officer title* shall (if applicable):

- *Duties of officer*
- Provide all documents and records pertaining to their responsibilities to the newly-elected *Insert officer title*.
- Assist in special projects as assigned by the President.

#### Section 4: Elections

A. The nomination and election of officers shall occur annually at the membership meeting held in *insert month*.

Commented [UNT8]: This is usually March or April.

- B. Any active student member may nominate someone or themselves for office.
- C. All active student members present will have the opportunity to vote by secret ballot.
- D. A candidate shall be elected by a majority of votes.
- E. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election.

#### Section 5: Installation and Term of Office

- A. Newly elected officers shall take office immediately following the membership meeting in *insert month* and their term will end immediately following the membership meeting the next *insert same month*.
- B. Any change in officer information should be reported to Student Activities.
- C. The length of term of office shall be no longer than one year.

**Commented [UNT9]:** *This is usually April. It is suggested that this be at least a few weeks after elections, to allow for at least a few weeks of transition time for the outgoing and incoming officers.*

#### Section 6: Vacancies

- A. Removal
  1. Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, violation of any provision of the Constitution, or for any action or conduct that is deemed detrimental to the welfare of the organization, members, or the University of North Texas.
  2. A petition to remove the officer in question must be submitted to the President (or Vice President in the event the officer in question is the President). Such a petition must contain the signature of at least a majority of the active student members of the organization. When such a petition is received, the President (or Vice President) shall call a meeting of organization to decide upon removal.
  3. The officer in question will be notified in writing of the grounds for removal at least one week prior to the meeting and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.
  4. An officer may be removed from office upon a 2/3 affirmative vote of active student members.
- B. Resignation-The resignation of an officer must be submitted to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance.
- C. Filling Vacancies
  1. The nomination and election process as stated in Article III, Section 4 will take place at the next membership meeting.
  2. The newly elected officer's term shall end at the annual installation of officers in *insert same month as Article III, Section 5 above*.

## Article V: Meetings

### Section 1: Membership Meetings

- A. Membership meetings shall be held *Insert frequency, such as weekly, biweekly, or monthly* during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers and active student members are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers and organization's active student members.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### Section 2: Officer Meetings

- A. Officer meetings shall be held *Insert frequency, such as weekly, biweekly, or monthly* during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### Section 3: Special Meetings

- A. Special meetings may be called by the President, with the approval of the officers. A majority vote of the officers or active student members may also call a special meeting.
- B. The Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

## Article VI: Advisor

### Section 1: Eligibility and Selection

- A. The advisor shall be selected by the officers.
- B. To be eligible to serve as the advisor, the person must be a full-time UNT faculty or staff member.
- C. The advisor has no term limit as long as they remain eligible.

Commented [UNT10]: This clause should be included verbatim.

### Section 2: Expectations

- A. Perform the responsibilities listed in UNT Policy 07.019 (Student Organization Policy).
- B. Has no voting rights within the organization.
- C. Be available to officers and members for consultation, advice, counsel, and as a resource.
- D. Be familiar with and provide guidance on university policies and Student Activities procedures pertaining to student organizations.

- E. Meet regularly with the President.
- F. Sign and/or approve required Student Activities and university paperwork.
- G. Attend the organization's meetings and activities when necessary.
- H. Keep open lines of communication with Student Activities on matters of concern, regarding the student organization.

### **Section 3: Removal and Vacancy**

- A. If the organization wishes to remove the advisor, the advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the officers in order to relate any relevant defense prior to the voting for removal.
- B. Upon a majority vote of officers, the advisor will be removed from their duties.
- C. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.

## **ARTICLE VII – Finances**

### **Section 1: Dues**

Dues and other fees, as well as the collection schedule, may be set by a majority vote of active student members.

### **Section 2: Payment**

- A. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University policy or local, state, and federal laws.
- B. The Treasurer and President shall be responsible for ensuring the payment of all debts accumulated by the organization.

### **Section 3: Transition**

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution, after each election.

### **Section 4: Dissolution**

In the event that the organization ceases to exist, any funds remaining in the organization's bank account shall be donated to:

*Pick a tax-exempt 501(c)(3)/non-profit charity or cause*  
*Address*  
*Phone*

## **ARTICLE VIII – Statement of Non-Hazing**

**Commented [UNT11]:** *This article should be included verbatim.*

As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

## **Article IX – Amendments**

- A. An amendment to the constitution may be proposed by any active student member of the organization, and must be submitted in writing to the President.
- B. The proposed amendment shall be announced at a meeting at least two (2) weeks prior to the meeting when the vote will be taken.
- C. Two (2) weeks after the proposed amendment has been announced, the organization may vote to adopt the amendment by a two-thirds (2/3) vote of active student members.

### **History of Constitution**

Created: *Original date of creation*

Revised: *Date of revision*