

Constitution Template

Constitution of [ORG NAME] at Southwestern University

Preamble

[ORG NAME] intends/seek to [ORG MISSION, PURPOSE, AIM AND/OR FUNCTIONS]

Article I – University Compliance

This organization is a recognized student organization at Southwestern University and shall comply with all campus policies as set forth by Student Activities and the Student Code of Conduct.

Article II – Prohibition of Hazing

[ORG NAME] is against all forms of hazing and will uphold State law (§ 37.151 through 37.157 Texas Education Code) which defines hazing as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution.

Article III – Membership and Eligibility

- Section 1 – Membership Restriction
 - This organization restricts membership to students, faculty members, and staff members of the University.
- Section 2 – Eligibility of Membership
 - This organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression.
- Section 3 – Membership Selection
 - Students interested in becoming members of [ORG NAME] can do so by [METHOD; for example, “signing up to our mailing list/social media” or “submitting an application”]
- Section 4 – Member Removal Procedure
 - Grounds for removal include ____ [examples include “failure to (attend meetings/events; pay dues”, or “harassment/discrimination/abuse” or “violation of rules/policies stated in the [ORG NAME] constitution/university code of conduct”]
 - Members of [ORG NAME] accused of [GROUNDS FOR REMOVAL] will be notified by [MEDIUM; for example, “email”]
 - The member will have the opportunity to address [PERSON(S); for example, “the officers” or “the committee” or “everyone”] with a defense.
 - After hearing the accused’s defense and examining the evidence, [OFFICERS] will make a decision and notify the accused of the decision by/through [MEDIUM; for example, “holding a meeting” or “email”]
 - The accused will have the opportunity to appeal by [METHOD and DEADLINE; for example, “requesting an appeal within 10 days of the decision by email”]

- The appeal will be conducted by [OFFICERS; note these officers must be different from the officers who were at the first hearing]. The officers will review the defense and evidence and come to a decision by [NUMBER OF DAYS; we recommend no more than 7 days]. The accused will be notified of the decision [MEDIUM; for example, “by email” or “at an in-person meeting”].

Article IV – Officers

- Section 1 – Officers
 - [ORG NAME] will consist of the following officers: [NAMES OF OFFICER POSITIONS].
- Section 2 – Officer duties and responsibilities
 - All officers [list any and all duties that are shared by all officers here, if any]
 - [List each officer position individually and provide bullet points with complete sentences of each of those officer’s duties/responsibilities]
- Section 3 – Officer Selection Process
 - Officers will be selected [METHOD; for example, “by election/vote” or “by the previous officer in the same position”]
- Section 4 – Officer Removal Procedure
 - [This section should have the same components as the member removal procedure. However, bear in mind that the accused officer cannot be part of the decision-making process, I would recommend putting in a clause such as “Reference Article III, section IV with the additional restriction that the accused officer cannot be on the board which votes on expulsion.”]

Article V – Meetings

- Section 1: Meeting Frequency
 - General meetings will be held [FREQUENCY; for example, “weekly” or “twice a month” or “every 1st and 3rd Thursday]. Attendance is required/mandatory/encouraged/not required/optional.
 - Officer/Executive meetings will be held [FREQUENCY]. Attendance is ____.
- Section 2: Special Meetings
 - Special meetings can be called by [PERSON[S]; for example, “any officer” or “the president”]. [PERSON(S)] must call special meetings at least [TIME; for example, “24 hours” or “3 days”] in advance. [this section can be optional]
- Section 3: Voting
 - In order to secure a vote a quorum of [QUORUM; for example, “50% +1” or “two-thirds” or “75%” or “of present members] must be in attendance.

Article VI – University Advisor

- In accordance with the Student Organizations Handbook, this organization is required to have a University Advisor who is not enrolled as a student at the University, and serves as:
 - a part-time or full-time employee of the University.
- Organization Responsibilities to the University Advisor
 - Notify the advisor of all meetings and events.
 - Consult advisor in the planning of all activities.

- Consult your advisor before any changes in the structure of the organization or in the policies of the organization are made and before major projects are undertaken.
- Discuss any problems or concerns with the advisor.
- Attend all meetings and events scheduled by the advisor.
- Be clear and open about your expectations for your advisor's role.
- Acknowledge that the advisor's role is voluntary and can be revoked
- Acknowledge the advisor's time and energy are donated and express appreciation.

Article VII – Finances

- Section 1: Dues
 - Either
 - No dues are required.
 - Membership dues are [AMOUNT] every semester/year.
 - Dues will be collected [METHOD; note if no dues are required then this section is unnecessary]
- Section 2: Budgetary Responsibilities
 - [OFFICER POSITION] oversees [ORG NAME]'s budget.
- Section 3: Financial decisions
 - [PERSON(S); for example, "anyone" or "any officer"] can request funds from [OFFICER POSITION] by means of [METHOD; for example, "email" or "verbal requests at meetings"].
 - [PERSON(S); for example, "any officer" or "only the treasurer and president"] have/has the right to use [ORG NAME]'s funds at their discretion.
 - [PERSON(S); for example, "President/officers/vote must sign off on all funds"]

Article VIII – Elections

- Section 1: Elections
 - Elections will be held [TIME; for example, "The last week of spring semester classes" or "the second week of April" or "at the end of the semester"]. Members will be notified about upcoming elections [TIME; for example, "two weeks before the election is held"] by [METHOD; for example, "by email" or "via social media"].
- Section 2: Nominations
 - [PERSON(S); for example, "anyone" or "any member" or "anyone who has held membership at least one year"] can be nominated for an officer position. To nominate someone for an officer position, [METHOD; for example, "an application must be filled out" or "the current officer board must be notified"].
- Section 3: Voting Process
 - Voting will be done [METHOD; for example, "via a secured electronic platform" or "by paper ballot"].
 - Candidates must receive [VOTE; for example, "a simple majority" or "60%" or "the highest number of votes"] to win.
- Section 4: Quorum
 - A quorum of [QUORUM; for example, "50% +1" or "two-thirds" or "75%"] must be in attendance in order to conduct the election.

Article IX – Amendments

- All amendments or changes to this constitution must be reflected in an updated constitution that must be submitted to Student Activities within 14 days of its approval.
- Section 1: Accessibility
 - [PERSON(S); for example, “anyone” or “only officers”] can submit proposals for amendments. Proposals must be submitted [METHOD; for example, “during general/executive/officer meetings” or “by email to any officer”]
- Section 2: Ratification process
 - Amendment proposals will be examined [WHEN; for example, “during executive/officer meetings” or “at the officer’s discretion”] and decided upon [WHEN; for example, “within two weeks” or “by the next general/executive/officer meeting”]
 - To be ratified, a vote of [VOTE; for example, “all parties” or “50%” or “two-thirds”] must be obtained.
 - If the amendment is ratified, the amendment will go into effect [WHEN; for example, “immediately” or “at the end of the semester” or “within one week”].