

## **Constitution**

Adopted (date).

Constitutions must be submitted to the Office of Student Life in the following situations:

1. All new organizations must submit constitutions as part of the registration process.
2. When changes to your group's constitution are made.

This sample constitution is provided for use as a guideline only. Your actual constitution may be expanded or abbreviated, but should meet all requirements for being a registered student organization as specified in the Student Organization Handbook.

### **Article I - Name**

#### **Section 1**

The name of this organization shall be \_\_\_\_\_ (provide actual name which will be used for all business conducted). No other name will be used in the advertisement or representation of the organization.

You may NOT use "Texas Southmost College" at the beginning of your organization's name or "of Texas Southmost College" at the end of your organization's name. You may use "at Texas Southmost College" or "Texas Southmost College Chapter" at the end of your organization's name.

### **Article II - Purpose**

#### **Section 1**

It shall be the purpose of this organization to \_\_\_\_\_ (promote, organize, recognize, etc.).

### **Article III - Affiliations (optional)**

#### **Section 1**

Note affiliations with national or regional groups and specify what the relationship is between local TSC organization and other groups.

### **Article IV - Membership**

#### **Section 1**

The membership of this organization shall consist of regularly enrolled students of Texas Southmost College.

## Section 2

Eligibility requirements?

Grade point average, special qualifications, etc. may be used for eligibility but cannot be based on illegal discrimination.

## Article V - Officers

### Section 1

The officers of this organization shall consist of \_\_\_\_\_ .

State each officer position and outline their duties.

For Example:

#### President

- Oversee the other officers in their duties
- Preside over all meetings
- Have signing authority for the organization
- Set the agenda for all regular and special meetings of the organization
- Appoint all standing and special committees, and, in the event of a vacancy of an officer's position, shall fill such vacancy by appointment until the next regular election of the organization
- Call any additional meetings
- Represent the organization as needed on and off the college campus
- Consult with the organization advisor on all current concerns and activities

#### Vice President

- Assist the President in his/her duties
- Assume all powers of the President in his/her absence

#### Treasurer

- Keep up-to-date accounting records of the organization's financial situation and report financial matters at each meeting
- Keep a current membership list and record of all dues paid by members
- Keep a record of all financial documents and submit all financial records to the Office of Student Activities when required for audit
- Sign all financial documents
- Turn in all financial records for re-issue to the new Treasurer when required

#### Secretary

- Responsible for recording minutes of all meetings and distributing the minutes of these meetings to members of organization as needed
- Publish regular newsletters of current and upcoming events, which may include the minutes of previous meeting, news pertaining to local and national professional associations, items of interest in the community service field, and any other appropriate information

...and any other officers the organization deems necessary.

## Section 2

Qualifications for each office, if any.

## Section 3

Term of office.

For example: One year from September 1 to August 31 (make sure that elections are held before the term expires)

## Article VI - Impeachment

### Section 1

List causes for impeachment of officers or members.

### Section 2

Steps of impeachment process.

Filing, vote, appeal

## Article VI - Elections

### Section 1

Selection of officers shall be held \_\_\_\_\_ .

Provide the month elections will be held; specify who will inform the membership of the election meetings and the method of notification. A provision should be made regarding the amount of lead-time required to notify members of the election meetings.

### Section 2

Selection of replacement for officers

Vacancies on the Executive Board shall be filled at the next business meeting following the notice of resignation. The President may appoint a replacement or an election may be held to fill the vacant position.

### Section 3

Procedures for voting.

How will the group vote? What percentage will constitute a majority?

## Article VIII - Meetings

### Section 1

Regular meetings of this organization shall be held \_\_\_\_\_ .

Weekly, monthly, bi-monthly? Specify who shall have the responsibility to notify members of the meeting and the method of notifications to be utilized. Do you wish to meet during summer semesters?)

### Section 2

A quorum shall consist of (\_\_\_) voting members or a percentage of voting members present at any regular or special meeting.

A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization. A quorum shall consist of \_\_\_\_\_ (two-thirds of the membership, a simple majority of the membership, etc.).

Rules.

Roberts Rules of Order (latest edition) or Sturgis Standard Code of Parliamentary Procedure (latest edition) shall govern meetings of this organization within the requirements of this constitution adopted by the membership of this organization.

## Article IX - Advisors

### Section 1

There shall be (1, 2 or more) faculty, staff advisors who shall be members with no voting privileges.

### Section 2

Method of selecting advisor(s).

### Section 3

The role of the club advisor(s) shall be \_\_\_\_\_ .

List duties of the advisor:

- Assist the officers of the organization in any necessary business
- Act as a liaison to the college
- Attend all meetings
- Call emergency meetings if appropriate to discuss an unusual situation or opportunity

## **Article X - Committees**

### **Section 1**

Standing committees.

Composition, appointment, function, powers, and duties.

### **Section 2**

How will committees be appointed?

## **Article XI - Dues (optional)**

### **Section 1**

Members shall pay dues in the amount of \$\_\_\_\_\_ on a monthly, quarterly, yearly basis.

### **Section 2**

Provision for accounting procedures of membership money.

Specify who shall have responsibility for maintenance of the account, usually the treasurer. Procedures for allocating funds, maintenance of organization account, notification to incoming officers of accounts' presence, etc. All finances shall be handled in accordance with the established procedures in effect for the college outlined in the Student Organization Handbook.

## **Article XII - Constitutional Amendments**

### **Section 1**

Method for amendment or revision. The constitution may be amended by a vote of (two-thirds, three-quarters) majority membership at any regular or special meeting.

### **Section 2**

Provision for advance notice of amendment.