

Constitution Checklist

Board of Regents Requirements

Chapter 6 Section 45, "Student Organizations, their officers, and sponsors are responsible for assuring that they comply with all applicable Texas State University System, State, and Federal Rules and Regulations, including tax code compliance."

- Y or N Is the organization's name formatted properly (Org Name @Texas State)
- Y or N Does the organization state they are a separate entity of the University
- Y or N Is there a nondiscrimination clause for protected classes (Federal)
- Y or N Is the organization open to all sexes of students unless protected by Title IX (Federal)
- Y or N Is there a statement regarding who is eligible to speak on behalf of the organization (BoR)
- Y or N Is there a statement that Student Involvement will be notified in writing of an advisor change (BoR)
- Y or N Is there a statement that an advisor is to not have control of the funds and financial records of the organization (BoR)

Constitution Recommendations

An * denotes that it is a constitution requirement as outlined above

Name

- Y or N Is the organization's name formatted properly*
- Y or N Does the organization's name include an affiliation with an outside entity
- Y or N Is there a statement concerning affiliation with an outside entity
- Y or N Does the organization state they are a separate entity of the University*

Purpose

- Y or N Is the purpose of the organization stated

Membership

- Y or N Is there a statement of who is eligible to be a member
- Y or N Is there a nondiscrimination clause for protected classes*
- Y or N Is the organization open to all sexes of students unless protected by Title IX*
- Y or N Is there a selection process to gain membership
- Y or N Is there a removal process for members

Officers

- Y or N Is there a statement regarding who is eligible to speak on behalf of the organization*
- Y or N Are requirements to be an officer stated
- Y or N Are duties specified per officer
- Y or N Is there an election process
- Y or N Is there a removal process for officers
- Y or N Is there a statement on how to fill officer vacancies

Advisors

- Y or N Are requirements to be an advisor stated
- Y or N Is there a statement that the organization is autonomous to the advisor

Y or N Is there a removal process for advisors

Y or N Is there a statement on how to fill an advisor vacancy

Y or N Is there a statement that Student Involvement will be notified in writing of an advisor change*

Meetings & Voting

Y or N Is quorum stated

Y or N Is there a statement on how often the organization meets

Y or N Is there a statement on how meetings are determined

Y or N Is there a statement about special meetings being called to order

Y or N Is there a statement about voting

Finances

Y or N Is there a statement on membership dues

Y or N Is there a statement on fundraising or the acceptance of donations

Y or N Is there a statement on how the money is deposited

Y or N Is there a statement on how the money is dispersed

Y or N Is there a statement on what happens to the money if the organization dissolves

Y or N Is there a statement that an advisor is to not have control of the funds and financial records of the organization*

Amendments & Revisions

Y or N Is there a procedure on how the constitution can be amended or revised

Y or N Is there a statement that the document must be submitted for review to Student Involvement every 3 years or when changes occur