

Guidelines for a Student Organization Constitution

Please use the following outline as a guide to complete your constitution. Be sure to **reflect the name change of the university in your constitution** (Texas State or Texas State University). In addition, **only Sport Clubs are allowed to use Texas State at the beginning of their group name**. Any other student organization that wishes to include Texas State in their name must use it at the end. (ex. Club at Texas State **not** Texas State Club)

- Article I.** The official name of the organization
- Article II.** A detailed declaration of purpose of the proposed organization
- Article III.** A statement of affiliation with an external organization, national, regional and/or local (if appropriate)
- Article IV.** The criteria for selecting membership
- Article V.** The criteria for voting membership (only Texas State students, faculty and staff qualify as voting members, three-fourths of the voting membership must be students)
- Article VI.** The duties and privileges of membership
- Article VII.** The establishment of officers, their duties, and authority
- Article VIII.** The procedures for selection and removal of officers (All officers must be current, regularly enrolled students in good standing at Texas State; President, VP and Treasurer must have a 2.25 Texas State GPA)
- Article IX.** The frequency of meetings
- Article X.** Dues of the organization, including how they will be collected and a provision stating that the policies, activities and finances of the organization are subject to the control of the majority of its voting membership (organizational dues are strongly encouraged)
- Article XI.** The procedures for decision-making (i.e., the use of parliamentary procedures and the process of voting) in the name of the organization (must include the definition of a quorum)
- Article XII.** Establishment of committees, if applicable
- Article XIII.** Provision for the selection and replacement of faculty/staff advisor
- Article XIV.** Provision of disbursal of organization assets, should the organization become defunct. Money can only go to program, activity or charity
- Article XV.** A process to consider and approve amendments to the constitution and/or to add By-Laws and additional rules
- Article XVI.** Statement of Ratification for this document (i.e. by a 2/3 vote of the membership on date)
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