

# SAMPLE CONSTITUTION FOR REGISTERED STUDENT ORGANIZATIONS

## (Name of Organization) Constitution

(Please modify below to meet your organization's needs and remove sample text.)

### PREAMBLE

For the purposes deemed wise and good, hereinafter set forth, this organization is hereby established, submitting itself to be by, and dedicating itself to uphold the following constitution (or substitute the preamble of your national organization).

### ARTICLE I – NAME

Section 1 – The name of this organization shall be the (spell name as you would have it appear in University publications).

**Note: Your name cannot begin with “University of Houston”, “U of H”, or “UH”.**

### ARTICLE II – PURPOSE

Section 1 – It shall be the primary purpose(s) of this organization to:

A. (List specific purposes)

Section 2 – Additional purposes shall include but are not limited to:

A. (List specific purposes)

### ARTICLE III – MEMBERSHIP

Section 1 – Regular membership shall consist of those students of the University of Houston who have agreed to uphold this Constitution and to participate fully in the activities of this organization.

A. Regular members shall have the right to vote.

Or

A. Only those regular members who have paid dues in full shall have the right to vote and shall be referred to as Voting Regular members.

Section 2 – Special membership shall consist of those persons who have not fulfilled the requirements of Article III, Section 1 or 2. (Note: Special members might consist of alumni or members of the community).

A. Special members shall not have the right to vote.

### ARTICLE IV – OFFICERS

Section 1 – The officers of this organization shall consist of a President, Vice President, Secretary, and Treasurer, and shall collectively be referred to as the Executive Board. (Note: A treasurer is only needed if the organization collects money/dues).

Section 2 – The responsibilities of the President shall be as follows:

- A. To preside at meetings of this organization;
- B. To serve as the representative of this organization to University Administration, the Student Government Association, and other organizations;
- C. To execute the orders of this organization, subject to the approval of the membership;

- D. To appoint chairpersons and members of all committees, subject to the approval of the membership;
- E. To delegate Presidential responsibilities when deemed appropriate, subject to the approval of the membership;
- F. To have signature authority on all checks issued by this organization;
- G. To inform succeeding officers of their responsibilities to this organization, University Administration, the Student Government Association, and other organizations;
- H. To perform other such duties as the membership or Constitution may specify.

Section 3 – The responsibilities of the Vice-President shall be as follows:

- A. To assist the President in his/her duties;
- B. To preside at meetings of this organization in the absence of the President;
- C. To establish, administer, and enforce an attendance policy, subject to the approval of the membership;
- D. To assume the office of President in his/her absence, vacancy, resignation, or dismissal;
- E. To perform other such duties as the membership or Constitution may specify.

Section 4 – The responsibilities of the Secretary shall be as follows:

- A. To prepare agendas and to record minutes of meetings of this organization;
- B. To handle all correspondence of this organization not under the preview of the President;
- C. To pick up all mail received at the Center for Student Involvement at least once a week, in addition to any other location at which mail for this organization may be delivered;
- D. To maintain an accurate list of the membership of this organization;
- E. To update and maintain all files of this organization;
- F. To assume the office of Vice-President in his/her absence, vacancy, resignation, or dismissal;
- G. To perform other such duties as the membership or Constitution may specify.

Section 5 – The responsibilities of the Treasurer shall be as follows:

- A. To keep accurate records of the financial status and transactions of this organization.
- B. To receive and disburse all monies of this organization;
- C. To have signature authority on all checks issued by this organization;
- D. To hold personal responsibility for all organization funds in his/her possession;
- E. To represent this organization when requesting funds from the Activities Funding Board;
- F. To assume the office of Secretary in his/her absence, vacancy, resignation, or dismissal;
- G. To perform other such duties as the membership or Constitution may specify.

## ARTICLE V – ELECTIONS

Section 1 – Candidates for any office of this organization must be Regular Members (or Regular Voting Members), thus being students of the University of Houston.

Section 2 – Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves.

Section 3 – Election of officers shall take place at a meeting of this organization called for that purpose to occur within the last thirty days of the Spring semester, with term of office lasting one year.

Section 4 – Election of officers shall be by a majority vote.

Section 5 – In case of a tie, the Current President shall cast the deciding vote.

Section 6 – If there is only one candidate applying for an office, that candidate shall take office by default.

Section 7 – Officers may be re-elected without limitation.

#### ARTICLE VI – REMOVAL

Section 1 – Any officer may be removed by a three-fourths vote of the membership.

Section 2 – In case of a tie, the Faculty/Staff Advisor shall cast the deciding vote.

Section 3 – A vacancy of any office shall be filled by Presidential appointment, subject to the approval of the membership.

Section 4 – Any member may be removed by a three-fourths vote from the full officer board.

Section 5 - In case of a tie, the Faculty/Staff Advisor shall cast the deciding vote.

Section 6 – Any appeals must be submitted to the officer board and Faculty/Staff Advisor. Appeals will be considered, presented to the organization, and voted on by the whole organization. Appeals must receive a three-fourths vote of the membership.

#### ARTICE VII – MEETINGS

Section 1 – Meetings of this organization shall be no less than once a month during the Fall and Spring semesters, the general day and hour to be set by the voting membership at the first meeting of the Fall semester.

Section 2 – Special meetings shall be called at the discretion of the President upon the request of any five voting members of this organization.

Section 3 – The President shall have the authority to modify the meeting calendar as benefits majority of the schedules of voting members of this organization.

#### ARTICLE VIII – RULES OF PROCEDURE

Section 1 – This organization shall use Robert's Rules of Order, current edition, as its authority on parliamentary procedure.

Section 2 – Quorum

- A. One more than half the voting membership shall constitute a quorum.
- B. No business shall be conducted without the presence of a quorum.

Section 3 – Business shall be decided by majority vote.

Section 4 – All references to voting or approval of the membership of this organization refers to voting membership except where specified.

#### ARTICLE VIII – AMENDMENTS

Section 1 – One or more voting members of this organization may author an amendment to this Constitution.

Section 2 – The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement, and word order.

Section 3 – The Executive Board shall present the amendment at the next meeting of this organization, a copy of the amendment being given to each voting membership (refers to voting member) of this organization. This shall constitute a first reading.

Section 4 – At the next meeting following the acceptance of an amendment, updated copies of this Constitution shall be given to each voting member.

#### Anti-Hazing Clause:

Students and Student Organizations are prohibited from initiating, participating in, or being witness to hazing activity. Hazing is antithetical to the University's commitment to a positive educational environment. Participation in hazing activities is against the law. Violation of the University's hazing policy, whether on or off-campus, may subject participants, including students and organizations, to arrest, prosecution and/or disciplinary action, including, but not limited to, suspension or expulsion of students and the revocation of an organization's registration and/or recognition at the University. Consent to or acquiescence in hazing activity is not a defense. The University strictly prohibits participation in hazing activities by any party, regardless of the existence of consent. Hazing activities do not contribute to the positive development or welfare of students. The University of Houston recognizes the act of hazing as illegal, irresponsible, intolerable and inconsistent with the principles of higher education and basic human development. For more information on the University's Hazing Policy please visit the Student Life Policies section of the [University of Houston Student Handbook](#).

#### Non-Discrimination Clause:

The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, sex (including gender and pregnancy), genetic information, religion, age (over 40), national origin, ethnicity, disability, military status, sexual orientation, gender identity or status, gender expression, or any other legally protected status except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and all other federal and state regulations.

EFFECTIVE DATE: \_\_\_\_\_(month/year)

**(Note: effective date shall be written on final printout of constitution, not typed)**