



### Sample Constitution

All organizations registered with the Student Organization Center are required to submit a constitution upon registration. The constitution should be reviewed annually. This information is offered only as a suggestion to guide the organization's thought processes. ***Please note that, with the exception of your organization's specific membership statement, your constitution must contain Article III Section 1&2 Verbatim.*** Please consult with Student Organization Center staff if you are looking for more information about organizational constitutions.

Your constitution should be as detailed or as simple as your organization requires for smooth operation. Remember that the constitution will give continuity to your organization. By-laws are the general procedures of your organization (its "working rules") and are not required.

When developing your constitution, below are some areas that you should focus on.

- Specific Officer duties/responsibilities
- Detailed description of the organization election process
  - When are elections held?
  - What are the qualifications to run?
  - How are officers determined?
- Removing an officer from their position
  - What types of things would cause a person to be removed from office?
  - How do you officially remove a person from office?
- Officer vacancies and how to fill them
- Dissolution of the organization-what happens to the funding
- The process for amending the constitution

### CONSTITUTION OF (NAME OF ORGANIZATION)

DATE

**Article I.      Name of Organization: The Formal Name of the Organization**

**Article II. Statement of Purpose:** A short statement about the purpose of your organization or a definition of what the organization is about. Should include which SOC category the group falls under (i.e., social, educational, service, etc.).

**Article III. Membership:** A short statement about membership. (should include at least the following sections)

Section 1. Membership shall be open to students of The University of Texas at Dallas regardless of sex (unless specifically exempt by law), race, color, religion, age, national origin, disability, or veteran status.

Section 2. Membership must be limited to UT Dallas students, faculty and staff.

**Article IV. Organization Officers and Duties:**

Section 1. Titles of elected officers (i.e., president, vice president)

Section 2. Titles of appointed officers (i.e., chairperson, parliamentarian)

Section 3. Recall of officers (when applicable)

**Article V. Executive Board:** (when applicable)

Section 1. Voting members (i.e., elected and appointed officers)

Section 2. Ex-officio members (i.e., faculty advisor); indicate if voting or non-voting.

**Officer election process:** Organization officers will be selected by a nomination and election process. Officers shall be elected before \_\_\_ and will serve a term of \_\_\_. The time between elections and the new term shall serve as a transition period for new officers.

**Article VI. Meetings:**

Section 1. Regular meetings (frequency and time)

Section 2. Special meetings (indicate who has authority to call)

**Article VII. Organization Advisor:**

Section 1. Information about Advisor selection procedures and the advisors responsibilities.

**Article VIII. Organization Funds:** Means of acquiring funds (examples include: collection of membership dues, fundraising, receiving donations, requesting money from the Student Organization Center (SOC)).

**Article IX. Method to Amend the Constitution:**

**Article X. Dissolution Clause:**

Section 1. Provide for the succession of elected officer in the event of permanent incapacitation, resignation or removal.

Section 2. Provide for disbursement of funds should organization dissolve.

(Additional articles and/or sections may be added, if needed.)

Reference: Roberts Rules of Order, Edited by Sarah Corvis with the assistance of Henry M. Roberts III, James Cleary, and William Evans. Scott Foresman Company, 1970, Glenview, Illinois.

**Article XI. Enabling Clause:** This Constitution shall go in effect on (date) upon approval of (number/percentage of votes necessary) vote in favor by all present voting members. This Constitution shall replace and render null any and all previous constitutions, procedures, practices and precedents for this organization.

**Article XII. Signature Line/Block:** The signatures below indicate that we, as executive officers, approve this document.

Chief Organization Officer/President's Name: \_\_\_\_\_ Date \_\_\_\_\_

Chief Financial Officer/Treasurer's Name: \_\_\_\_\_ Date \_\_\_\_\_

Secretary's Name: \_\_\_\_\_ Date \_\_\_\_\_

## Sample Bylaws

Remember, an organization is **required** to have a **constitution** but is not required to have bylaws. When using bylaws, it is good practice to start them on a separate page. If using bylaws, review them annually and revise as necessary. Please consult with SOC staff if you are looking for more information about bylaws.

BYLAWS OF (NAME OF ORGANIZATION)

DATE

Bylaw I. Membership:

Section 1. Type of members (i.e., active and inactive)

Section 2. Provision for expulsion of members

Bylaw II. New Membership: (if needed for further explanation)

Bylaw III. Dues: Statement of whether or not dues are collected and amount of dues

Bylaw IV. Officers:

Section 1. Powers and duties of elected officers

Section 2. Powers and duties of appointed officers

Section 3. Filling vacancies

Bylaw V. Committees:

Section 1. Standing committees and duties

Section 2. Special committees (appointment and approval)

Bylaw VI. Elections: Should include sections that cover the following: time of elections, votes necessary to be elected, qualifications of voters, method of balloting (secret or open)

Section 1. Regular meetings (frequency and time)

Section 2. Special meetings (indicate who has authority to call)

Bylaw VII. Quorum: The fraction or percentage of members that are to constitute a quorum

Bylaw VIII. Parliamentary Authority: