

# Student Organization Constitution Checklist

**Organization Name:** \_\_\_\_\_

The following is a checklist of the minimum and necessary components of any constitution for a registered student organization. This checklist is to be used as a supplement to the sample constitution provided by Student Activities in order to construct an effective constitution for a student organization. Student Activities provides these materials in order to show examples of what we require in a UNT Student Organization Constitution. The mandatory verbatim clauses are listed in red.

## I. Organization Name and Mission

- \_\_\_\_\_ 1. Name of the organization and any abbreviated name or acronym, if it intends to use one.
- \_\_\_\_\_ 2. “The University of North Texas,” “UNT,” or any form thereof should not be a part of the name of the organization.
- \_\_\_\_\_ 3. The mission statement should be clear, precise, and definitive (generally 30 words or less). Anyone who reads the mission should understand the group’s purpose and why it is in existence. This statement is what will appear on the Student Activities website, and should therefore incorporate keywords that will help students search for groups of interest.

## II. Governing Rules and Regulations

- \_\_\_\_\_ 1. Must include the following clause verbatim: “**This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.**”
- \_\_\_\_\_ 2. Parliamentary procedure being used during meetings (recommend Robert’s Rules).

## III. Membership

- \_\_\_\_\_ 1. Membership statement: “**Membership in this organization is limited to any student service fee paying student who is currently enrolled at the University of North Texas.**”
- \_\_\_\_\_ 2. Non-discrimination statement: “**Membership in a Registered Student Organization is open to students in accordance with UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation.**”
- \_\_\_\_\_ 3. Organizations should create at least one legal criterion for membership, beyond being enrolled at UNT. This could include dues, attendance, and GPA, among others. Add as an additional section titled “Additional Membership Requirements” with the following statement included: “Together with Article III, Section 1, these additional requirements define what it means to be an ‘active student member.’” Additional membership requirements must be approved by Student Activities.
- \_\_\_\_\_ 4. Statement on voting rights for members: “Only active student members are eligible to vote.”

## IV. Officers

- \_\_\_\_\_ 1. Officer Eligibility Statement: A. "To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy)." B. An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.
- \_\_\_\_\_ 2. Organizations may create more stringent, legal officer qualifications than those listed in Section 1. This could include prior attendance, major, and GPA (greater than the UNT policy minimum), among others, and would need to be approved by Student Activities. This is what would be required for an active student member to be eligible to run for and maintain a position.
- \_\_\_\_\_ 3. At least two officers and their titles (generally includes a President, Vice President, Treasurer, and Secretary).
- \_\_\_\_\_ 4. Officer duties (MUST include Treasurer duties even if no Treasurer). If the organization has more than the four typical officers, duties must be added for each additional position.
- \_\_\_\_\_ 5. Length for the term of office (may not exceed one year).
- \_\_\_\_\_ 6. Officer selection must take place at least once per academic year
- \_\_\_\_\_ 7. Nomination procedure if utilizing elections, rather than application and/or interview process.
- \_\_\_\_\_ 8. Vote count required to elect/select an officer
- \_\_\_\_\_ 9. Statement on the run-off process.
- \_\_\_\_\_ 10. When newly elected officers take office. It is suggested that this be at least a few weeks after elections, to allow for at least a few weeks of transition time for the outgoing and incoming officers.
- \_\_\_\_\_ 11. Process by which officers are removed from office and vote required to approve the removal (recommend 2/3 vote)
- \_\_\_\_\_ 12. Due process that exists for the officer in question.
- \_\_\_\_\_ 13. Proper procedure if an officer chooses to resign.
- \_\_\_\_\_ 14. Process by which vacancies are filled.
- \_\_\_\_\_ 15. Term of the replacement officer (generally the remainder of the current term).

## V. Meetings

- \_\_\_\_\_ 1. Types of meetings (e.g., officer and membership meetings). Including \_\_\_\_\_ when/how often they occur, \_\_\_\_\_ who attends, \_\_\_\_\_ who can vote in each, and \_\_\_\_\_ vote count required to pass a motion. Explain the three items listed below for **each** type of meeting.
- \_\_\_\_\_ 2. Quorum requirements to officially conduct and approve business of the organization (at least a majority of members/officers).
- \_\_\_\_\_ 3. How and by whom meetings can be called and what kind of notice is required.

## VI. Advisor

- \_\_\_\_\_ 1. Advisor eligibility statement:
  - A. The advisor shall be selected by the officers.
  - B. To be eligible to serve as the advisor, the person must be a full-time UNT faculty or staff member and meet the other minimum requirements as stated in UNT Policy 07.019 (Student Organization Policy).
  - C. The advisor has no term limit as long as they remain eligible.
- \_\_\_\_\_ 2. Expectations of advisor (no voting rights).
- \_\_\_\_\_ 3. Process by which an advisor is removed and the vote required to approve the removal. Due process that exists for the advisor in question is recommended.
- \_\_\_\_\_ 4. Replacement statement: "In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities."

## VII. Finances

- \_\_\_\_\_ 1. Statement about membership dues, including amount and frequency of payments. If the organization has an affiliate, distinguish between chapter dues and affiliate dues.
- \_\_\_\_\_ 2. Limitation on how funds may be spent. Example: "Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws."
- \_\_\_\_\_ 3. Procedure from outgoing officers to incoming officers, so that signature authority may be transferred from one administration to the next.
- \_\_\_\_\_ 4. Provision for the disposition of funds remaining in the event of the dissolution of the group. This should include contact information. Money **CANNOT** be split amongst remaining members and/or officers.

## VIII. Statement of Non-Hazing

- \_\_\_\_\_ 1. The following statement must be copied verbatim: "As defined in state law (Texas Education Code, Chapter 37, Subchapter F and 51.936) and University policy, this organization will not participate in, condone, or encourage hazing. No officer, authorized representative, or any combination of members, potential new members, or alumni of the organization may commit or assist in the commission of hazing."

## IX. Amendments

- \_\_\_\_\_ 1. Must include the means to approve amendments.
- \_\_\_\_\_ 2. Must include the required vote for amending the constitution (recommend 2/3 vote).

## History of Constitution

- \_\_\_\_\_ 1. Must include the original date of creation.
- \_\_\_\_\_ 2. Must include all dates of revision, AFTER initial approval.