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-San Marcos). In addition, only Sports Clubs are allowed to use Texas State at the beginning of their name. Any other student organization that wishes to include Texas State in their name must use it at the end.

**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)