Sample Constitution

CONSTITUTION OF (NAME OF ORGANIZATION) DATE:

Article I. Name of Organization: What are the official and abbreviated names to be used by the organization?

Article II. Statement of Purpose: Include the Student Activities category under which the organization falls (i.e., social, educational, departmental, service, etc.)

Article III. Membership: Who is eligible for membership? Are there any restrictions? How does a student become a member? How are members identified?

Section 1. Membership shall be open to students of The University of Texas at Austin regardless of race, color, national origin, religion, sex, sexual orientation, age, disability or veteran status (but an organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the organization’s statement of faith).

Section 2. Membership must be limited to students, faculty and staff of The University of Texas at Austin.

Article IV. Officers: How many officers are there? What are the officer titles? Will they be elected or appointed? Who is eligible to become an officer? How long are the terms of office? How may officers be removed and under what circumstances?

Section 1. Titles of elected officers (i.e., president, vice president, etc.)
Section 2. Titles of appointed officers (i.e., chairperson, parliamentarian, etc.)
Section 3. Recall of officers (when applicable)

Article V. Executive Board: (when applicable)

Section 1. Voting members (i.e., elected and appointed officers, etc.)
Section 2. Ex-officio members (i.e., faculty advisor); indicate if voting or non-voting.

Article VI. Meetings: When do meetings take place? How often does the organization meet? Who will run each meeting? Who is permitted to speak or have other privileges during meetings?

Section 1. Regular meetings (frequency and time)
Section 2. Special meetings (indicate who has authority to call)

Article VII. Method to Amend the Constitution: How should amendments be proposed? Who may propose an amendment? Should there be a delay between proposing an amendment and voting on the amendment? How are amendments voted upon?

Article VIII. Dissolution Clause: What do you do if the organization cannot or will not continue the next semester or year?

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.)