CONSTITUTION GUIDELINES FOR  
UT AUSTIN STUDENT ORGANIZATIONS

Constitution Overview

Student organizations at UT Austin are required to create and maintain a constitution. Student Activities has established standards and guidelines for student organization constitutions that will help you in the creation of a constitution for your student organization.

Purpose of a Constitution
A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. Essentially, the constitution provides a foundation upon which an organization operates. The constitution provides details on the procedures and processes to aid the organization in functioning in an effective and efficient manner.

Constitution Review
Each time new officers are elected, the constitution should be reviewed to ensure it is up to date and serving the needs of the organization. When a constitution is clear, concise and followed, the organization will operate more efficiently and will allow it to grow and develop in a successful manner.

Creation of a Constitution
The constitution should be tailored to your organization’s specific needs. It should also be written to ensure all members and activities are in accordance with University policy. The second page of this document lists the information that must be included in all student organization constitutions. Below is a checklist of recommended areas to include in the constitution.

Constitution Checklist

___ Title – Title of Constitution
___ Preamble – Organization Overview
___ Article 1 – University Compliance
___ Article 2 – Prohibition of Hazing Policy
___ Article 3 – Membership and Eligibility
___ Article 4 – Officers
___ Article 5 – Meetings
___ Article 6 – University Advisor
___ Article 7 – Finances
___ Article 8 – Elections
___ Article 9 – Amendments

Submission of Constitution
Newly registered student organizations are required to submit a constitution with their new student organization application. If your constitution is not in accordance with these guidelines, your organization will be asked to resubmit an edited constitution and official registration with UT will be delayed.
Policies for Student Organization Constitutions

These clauses MUST appear exactly as written in every student organization constitution.

1. **Statement of University Compliance (In University Compliance section):** This organization is a recognized student organization at The University of Texas at Austin and shall comply with all campus policies as set forth in the Institutional Rules on Student Services and Activities and Information on Students’ Rights and Responsibilities.

2. **Prohibition of Hazing Policy (in Prohibition of Hazing section):** State law and Sec. 14-103(3) of the Institutional Rules on Student Services and Activities and Information on Students’ Rights and Responsibilities define hazing as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution.

3. **Membership Restriction (in Membership section):** In accordance with Sec. 6-202(a)(2) and Sec. 6-302 of the Institutional Rules on Student Services and Activities and Information on Students’ Rights and Responsibilities, this organization restricts membership to students, faculty members, and staff members of the University.

4. **Eligibility of Membership (in Membership section):** In accordance with Sec. 6-202(a)(3) of the Institutional Rules on Student Services and Activities and Information on Students’ Rights and Responsibilities, this organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization’s statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.

5. **University Advisor (in University Advisor section):** In accordance with Sec. 6-101 (14) and Sec. 6-101(15) of the Institutional Rules on Student Services and Activities and Information on Students’ Rights and Responsibilities, this organization may have a University Advisor who is at least twenty-one years of age, is not enrolled as a student at the University, and serves as either:
   a. a part-time or full-time employee of the University.
   b. a representative of a national organization that is associated with the registered student organization.
   c. serves as either.
      i. a part-time or full-time employee of the University.
      ii. a representative of a national organization that is associated with the registered student organization (registered student organizations only).

6. **Constitution Updates (in Amendments section):** All amendments or changes to this constitution must be reflected in an updated constitution that must be submitted to Student Activities in the Office of the Dean of Students at 2609 University Ave., Suite 2.112 within 14 days of its approval.

These following procedures MUST be included in every student organization constitution. Student organizations may establish guidelines and use language that fit the organization’s needs.

7. **Procedure for Member Removal (in Membership section):** The organization is required to include a “Membership Removal” section that outlines the procedure in which a member may be removed. The procedure should be clear and concise.

8. **Procedure for Officer Removal (in Officer section):** The organization is required to include a “Officer Removal” section that outlines the procedure in which an officer may be removed. The procedure should be clear and concise.

9. **Procedure for Constitution Amendments (in Amendments section):** In the “Amendments” section the organization is required to outline the procedure by which the constitution may be amended.
Constitution of [Name of org]
at The University of Texas at Austin

PREAMBLE
[Name of org] is intended to (insert mission, purpose, aims and functions)

ARTICLE I – UNIVERSITY COMPLIANCE
[Insert “Statement of University Compliance” text EXACTLY as listed in the Policies for Student Organization Constitutions page]

ARTICLE II – PROHIBITION OF HAZING
[Insert “Prohibition of Hazing Policy” text EXACTLY as listed in the Policies for Student Organization Constitutions page]

ARTICLE III – MEMBERSHIP
[Insert “Membership Restriction” text EXACTLY as listed in the Policies for Student Organization Constitutions page]
[Insert “Eligibility of Membership” text EXACTLY as listed in the Policies for Student Organization Constitutions page]
[insert limitations, classes of, requirements, dues, and procedure for member selection. Procedure for member removal is required.]

Article IV – OFFICERS
[Insert titles of all officers, duties, responsibilities, requirements, and selection process. Procedure for officer removal is required.]

Article V – MEETINGS
[Insert frequency of normal meetings, special meetings, calling meetings, attendance policy, voting]

ARTICLE VI - UNIVERSITY ADVISOR
[Insert “University Advisor” text EXACTLY as listed in the Policies for Student Organization Constitutions page]
[Insert duties, responsibilities, selection process, number of advisors]
Note: An advisor is optional for registered student organizations but sponsored student organization are required to have an advisor from their sponsoring department. Advisor should be listed in student organizations HornsLink roster.

ARTICLE VII – FINANCES
[Insert dues amount, collection of dues, who’s in charge of budget, process for requesting and spending funds]
Note: Sponsored Student Organizations must have a University account through their sponsoring department and are not allowed to have an off-campus bank account.

ARTICLE VIII – ELECTIONS
[Insert when and how elections are held, how members are notified of upcoming elections, nomination process, voting process, number of members required to be present, and number of votes required to win]

ARTICLE IX – AMENDMENTS
Procedure for Constitution Amendments is required.
[Insert notification method of proposed amendments, vote that is required to ratify an amendment, who can propose an amendment]
[Insert “Constitution Updates” text EXACTLY as listed in the Policies for Student Organization Constitutions page]