

## (Sample Constitution)

[Organization Logo]

CONSTITUTION OF (NAME OF ORGANIZATION)

DATE:

- I. Name of Organization: *What are the official and abbreviated names to be used by the organization?*
  
- II. Statement of Purpose: *Include the category under which the organization falls (i.e., social, academic, service, etc.)*
  
- III. Membership: *Who is eligible for membership? Are there any restrictions? How does a student become a member? How are members identified?*
  - A. "(The Organization Name) does not discriminate against qualified members of the University on the basis of their race, color, creed, religion, national origin, sex, gender, age, marital status, ability, or veteran status and abide by the Non-Discrimination Policy set in place by The University of Texas of the Permian Basin and the UT System."  
**(Mandatory)**
  - B. Membership is limited to students, faculty and staff of The University of Texas of the Permian Basin **(Mandatory, but can be any combination of these three groups of people)**.
  
- 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?*
  - A. Titles of elected officers (i.e., president, vice president, etc.)
  - B. Titles of appointed officers (i.e., chairperson, parliamentarian, etc.)
  - C. Recall of officers
  
- V. Executive Board:
  - A. Voting members (i.e., elected and appointed officers, etc.)
  - B. Ex-officio members (i.e., faculty advisor); indicate if voting or non-voting.
  
- 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?*
  - A. Regular meetings (frequency and time)
  - B. Special meetings (indicate who has authority to call)
  
- 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?*
  
- VIII. Dissolution Clause: *What do you do if the organization cannot or will not continue the next semester or year?*
  - A. Provide for the succession of elected officer in the event of permanent incapacitation, resignation or removal.
  - B. Provide for disbursement of funds should organization dissolve.

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