



## **CONSTITUTION GUIDELINES**

Student organizations must keep an organizational constitution on file with Student Activities. A copy of the constitution must be submitted to Student Activities each time it is revised. Constitutions submitted by new student organizations, and revised constitutions from existing student organizations, should be written according to the following guidelines and must include the articles indicated as being required. Student Activities reserves the right to inspect, review or have the student organization update their constitution to meet all guidelines. Note: You need not use the same numbering system as outlined below; just include all components within your constitution.

- I. **Name** (required): States the official name of the student organization. The name of the student organization must follow the “Guidelines for Naming Your Student Organization and Using the UTSA Logo” in the Student Organization Handbook. Specifically, the student organization cannot use the words “The University of Texas at San Antonio” or “UTSA” as a part of the name of the organization.
- II. **Date of Creation and Revision** (required): Provides the dates of creation and latest revision at the end of the document.
- III. **Purpose Statement** (required): The purpose statement is a short, detailed description of the purpose for the existence of the group.
- IV. **Membership** (required): Defines the composition of the student organization including membership requirements and selection procedures. Any UTSA student, faculty member, or staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. Enrollment or employment at another University of Texas System campus does not meet the requirement for student organization membership. All officers/representatives must be currently enrolled students at the University. A student organization must have at least five members to register.
- V. **Legal Agreement Statement** (required): The organization agrees to abide by all University policies and local, state, and federal laws.
- VI. **Officers** (required): List each major officer position with respective duties and authority. Describe who is eligible to be an officer (including academic requirements), how one becomes an officer, and how one obtains or loses officer status. Eligibility requirements must be included in this section that meet or exceed those described in the Student Organization Relationship Statement (at least a 2.25 UTSA cumulative GPA (3.0 for graduate students)).
- VII. **Executive Board** (recommended): Describes the special responsibilities and powers given to the Executive Board. Determine who can enter into contracts on behalf of the student organization.
- VIII. **Procedures for Decision Making** (required): Defines how decisions will be made in the control of organizational activities and finances, including a definition of a quorum (required). Usually a percentage of the membership is stipulated to determine a quorum – such as two-thirds or three-fourths.
- IX. **Committees** (recommended): If applicable, standing (permanent) committees and ad hoc (temporary) committees should be listed including duties and responsibilities.
- X. **Meetings** (recommended): Describes how often the meetings will be held, who can call regular and special meetings, and attendance requirements.
- XI. **Parliamentary Authority** (recommended): Outlines the parliamentary procedures to be used for conducting meetings and official business of the organization. The most commonly used parliamentary procedures are Robert’s Rules of Order.
- XII. **Disbursement of Organization Assets** (required): Should the student organization become defunct, provide a means to disburse the organization’s assets in this article.
- XIII. **Finances** (recommended): Defines how funds will be collected, maintained and disbursed.
- XIV. **Amendments** (recommended): Describes how amendments to the constitution may be made.
- XV. **Faculty/Staff Advisor** (recommended): Procedures for selecting and replacing an advisor and defines the relationship between the advisor and the student organization.