

## Example Constitution

The Constitution of an organization contains the rules that govern the actions and activities of the group.

The document should:

- State the purpose of the organization;
- Define the characteristics of the organization and criteria for membership;
- Prescribe how the group functions and identify the parliamentary procedure by which business will be conducted;
- Include all rules that the group considers so important that they (1) cannot be changed without previous notice to the members and the vote of a specified large majority (such as two thirds vote), and (2) cannot be suspended; and
- State the rights of members of the organization whether present or absent from a meeting and limitations placed on the powers of the members attending a meeting.

**NOTE:** A chartered student organization's constitution must be consistent with the policies and procedures contained in the TWU Student Handbook.

Example Format for Writing a Constitution:

1. Name of the Student Organization
2. Statement of Purpose
3. Membership
  - a. Qualifications necessary for membership
  - b. Procedure for disciplining/removing members
4. Officers
  - a. Titles of officers
  - b. Qualifications
  - c. Duties
  - d. Procedure for removal from office
  - e. Procedure for filling a vacancy
5. Advisers
  - a. Qualifications for Advisers  
(**NOTE:** All student organizations must have at least one (1) on-campus advisor that is a full-time faculty or staff member.)
  - b. How advisers will be chosen
6. Elections
  - a. When elections will be held
  - b. Who is eligible to run
  - c. How nominations will be made
  - d. How elections will be held
7. Meetings and Quorum
  - a. How often meetings will take place
  - b. Percentage of members necessary to conduct business

8. Finances

- a. Who is responsible for handling the budget
- b. How funds will be administered

9. Committees

- a. What committees will be part of the student organization
- b. Procedure for appointment of committee chairs and members

10. Amendments

- a. How a constitution may be amended
- b. By what vote must amendments pass

11. Ratification

- a. Include the date that the constitution, as it presently reads, will be in effect

**NOTE:** A new copy should be submitted to Dallas Student Life after every revision.