**Sample Constitution- Please delete this page**

Starting a student organization is a rewarding experience, it includes dedication, communication, and initiative. This is an opportunity to serve your fellow Lone Star College-University Park students. The Office of Student Life is here to assist you in this journey and answer any questions that arise. This document contains a sample constitution with highlighted areas that you fill in. Your constitution may need more or less than what is provided. Also included is a few “must haves” and a few “may have” sections that you will need to consider in writing a constitution. This document will help you to create a structured outline in which your organization can follow and thrive.

Please email [Elora.Molloy@LoneStar.edu](mailto:Elora.Molloy@LoneStar.edu) for any questions, concerns of feedback that you may have.

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| **MUST INCLUDE** | **MAY INCLUDE** |
| 1. Organization Name and Purpose 2. Membership 3. Officers 4. Removal from Office 5. Elections 6. Advisors 7. Meetings 8. Finances 9. Amendments 10. Ratification and Enactment 11. Signatures by Proposed Officers | * 1. Preamble      + Preambles offer a chance to introduce the document to those that have not read it in its entirety. A well-written preamble offers potential members an opportunity to see a short summary of what the organization stands for.   2. Mission/Vision Statement |

Don’t forget to checkout the RSO Handbook for additional details and assistance.

**PLEASE NOTE THAT THE FILL-IN AREAS SHOULD BE CHANGED TO REFLECT THE REQUIREMENTS AND THE RESPONSIBILITIES AS IDENTIFIED BY THE MEMBERS/OFFICERS OF THE ORGANIZATION.**

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| **ARTICLE I:** | **Organization Name and Purpose** |
| Section 1: | The name of this organization is *Organization Name & Acronym if applicable* at Lone Star College-University Park. |
| Section 2: | The purpose(s) of the organization shall be as follows: |
| a) | *Purpose 1* |
| b) | *Purpose 2* |
| c) | *Purpose 3* |
| **ARTICLE II:** | **Membership** |
| Section 1: | Any registered student (full or part-time) at Lone Star College-University Park who is in good standing with the College and fulfills the membership requirements of the organization may be a member. |
| Section 2: | Privileges of active members include community and campus activities, voting, nominations, serving as an officer, meeting attendance, and fundraising efforts. |
| Section 3: | In order to guarantee equal rights to all members of the Lone Star College-University Park student body, equal opportunities shall be afforded to all students without regard to race, color, sex, age, sexual orientation, gender identity, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status. |
| **ARTICLE III** | **Officers** |
| Section 1: | The elected officers of *Organization Name & Acronym if applicable* shall be as follows:  *Officer position titles expanded upon below.* |
| Section 2: | All officers shall meet the following requirements: |
| a) | Registered student in good academic standing at Lone Star College-University Park, |
| b) | Commitment to serve in the appointed position throughout the designated term, |
| c) | Ability to conduct oneself in a fashion that actions will not reflect negatively on the image of the organization, its members, the Office of Student Life, or Lone Star College-University Park, |
| d) | Maintain a cumulative GPA of a 2.0. |
| Section 3: | *Length of term for appointed and elected officers. Include the beginning and ending of term. This does not have to be specific dates but can be something like “Term of office begins on the first day of fall semester” or “immediately after election.” It’s up to your group to decide this. Terms of only one semester are not recommended, as officers don’t have enough time to get trained before their term ends* |
| Section 4: | The selection of the Advisor for the organization shall be voted on by the Officers of *Organization Name & Acronym if applicable.* Advisors that fail to complete duties as listed may be asked to relinquish their position as Advisor of *Organization Name & Acronym if applicable.* |
| Section 5: | Duties of Officers *(be sure to list responsibilities as identified by your organization you can add new rows as Officer positions dictate)* |
| a) | *Who has to be present at meetings? Do all officers have to at membership meetings?* |
| b) | *Position Title shall …* |
| c) | *Position Title shall …* |
| d) | *Position Title shall …* |
| e) | *Position Title shall …* |
| Section 6 | *Should a vacancy in any office occur, it shall be filled…How will the vacancy be filled? (i.e. by special election, by appointment of the remaining officers, etc.)* |
| **ARTICLE IV:** | **Removal from Office** |
| Section 1: | An Officer who demonstrates unethical behavior or lack of leadership skills may face removal from their officer position. Actions that could lead to removal from office may include: non-compliance with the Lone Star College Student Code of Conduct or violation of local, state, or federal laws.  Formal complaints regarding the behavior of an officer must be submitted in writing to the Advisor of *Organization Name & Acronym if applicable.* The process to determine validity of allegations and subsequent action will follow as outlined in the Constitution and the RSO Handbook. For questions or help with allegations, please email the Office of Student Life Coordinator.  In the event that an officer fails to effectively perform their constitutional duties, the internal compliant will be brought to the Advisor of *Organization Name & Acronym if applicable* and then follow the procedure as established in the Constitution and the RSO Handbook. |
| Section 2: | The removal of an Advisor for *Organization Name & Acronym if applicable* shall be voted on by the officer team. |
| **ARTICLE V:** | **Advisor(s)** |
| Section 1: | The Advisor(s) of *Organization Name & Acronym if applicable,* shall work with the officer team in coordinating campus activities, meetings, community service projects, and other functions to ensure that *Organization Name & Acronym if applicable* achieves its objective. |
| Section 2: | The Advisor(s) shall be responsible for providing guidance and leadership to *Organization Name & Acronym if applicable* members and officer team, approving appropriate activities, reserving rooms, overseeing the finances, and all other duties as designated by the Office of Student Life. |
| Section 3: | There may be no more than 2 advisors unless otherwise approved by the Office of Student Life. |
| **ARTICLE VI:** | **Elections** |
| Section 1: | *Who makes the decisions for elections and when will they take place? All members may nominate and vote in an election. Elections for the officer team will take place on the 1st Thursday of April for appoint for the following academic year (choose the time frame that works best for your organization)* |
| Section 2: | Method of Nomination: *Outline methods of nomination and voting. Candidate receiving (ie. a simple majority) will be declared the winner. Any active member of Organization Name & Acronym if applicable can nominate a student to candidacy with an explanation of why they feel that he/she/they are qualified to fill the specified position. The nomination is to be followed by a motion to support given by another active member. Each position with the officer team shall be voted on separately.* |
| Section 3: | Method of Voting: *All active members of Organization Name & Acronym if applicable shall be allowed to vote anonymously by casting their individual votes.* |
| Section 4: | When necessary, special tasks and committees can be assigned to members by vote. |
| **ARTICLE VII:** | **Meetings** |
| Section 1: | *Organization Name & Acronym if applicable* shall meet on a schedule based on a day and time to be determined by the membership and officer team. Meeting dates and times will be confirmed and announced to the membership at each meeting. |
| Section 2: | Emergency, special interest, or additional meetings shall be confirmed by the executive leadership of the officer team. Attendees will be given at 3 days prior notice of meeting time, date, and objective. |
| Section 3: | All event logistics forms which will include officer meetings, general meetings, and events will be submitted and approved prior to the Office of Student Life within designated timelines. |
| **ARTICLE VIII:** | **Finances** |
| Section 1: | The Fiscal Operating Year for the Lone Star College System runs from September 1st through August 31st . |
| Section 2: | No purchase requests/money shall be spent or guaranteed without the approval of the Advisor(s). |
| Section 3: | Approval for financial spending or earning (fundraising) must include the officer team, and Advisor by way of at least two signatures on all original documents. All fundraising must be approved in advance by the Office of Student Life. |
| **ARTICLE IX:** | **Amendments** |
| Section 1: | Amendments to this constitution can only be made by a vote. All amendments shall be proposed and discussed during a regular meeting. |
| Section 2: | If approved, copies of the amended constitution must be provided to the Advisor and the Office of Student Life for administrative approval. |
| **Article X:** | **Ratification and Enactment** |
| Section 1: | This Constitution shall become effective immediately upon its approval by a two-thirds vote of a quorum of members and administrative approval from the Office of Student Life. |
| Section 2: | This Constitution shall become the official governing document of the *Organization Name & Acronym if applicable* at Lone Star College-University Park. |

**Signature of Declared Officers**

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| **Officer Title & Printed Name** |  | Date: |  |
| **Officer Title & Printed Name** |  | Date: |  |
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