Campus & Community Involvement (CCI) suggests that certain pieces of information be included in a student organization’s constitution. Standard information is outlined in this document as suggestions and may be altered to fit the needs of the organization. Additional information may be included in an organization’s document as needed. An organization’s constitution is the foundation of the organization and articulates the purpose and function of the organization, detailing procedures for its orderly function. Bylaws are adopted for operational changes but do not affect the purpose or function of the organization. At the completion of officer elections and during transition of officers, outgoing and incoming officers should meet together with the intent of reviewing the constitution and bylaws to determine if the purpose of the organization is being fulfilled.

*The non-discrimination policy statement in Article III, Section 1 is required. The risk management statement of Article VII is required.
*All italicized text is pertinent information or suggestions made by CCI.

Constitution of (Name of Organization)

Date Created: _____________________
Date Last Amended: ________________

Article I: Name
The name of this organization shall be (state the name). If affiliated with an outside group, a charter of the affiliated outside group or fraternal ties must be submitted with the constitution.

Article II: Purpose
The purpose of this organization shall be _________________________________. It is advisable to state the purpose in general terms; do not go into great detail or limit too definitely.

Article III: Membership

Section 1: Qualifications
All members must be students at Trinity University and must subscribe to or be interested in the purpose of this organization.

There must be no discrimination in membership based on race, color, religion, sexual identity, condition or handicap, age, or national origin. See the University’s compliance policy.

Members are considered active by attending meetings and supporting the organization’s activities. Members are considered in good standing by/if _________________________________. You can determine the number of meetings/activities they must attend. Determine your criteria for “good standing.”

Consider additional requirements:

• Enrollment status?
• GPA requirement?

Section 2: Revocation of Membership
Any member or officer may be suspended or expelled from the organization without mutual agreement for conduct in conflict with the constitution of the organization or for violations of any Trinity University policy, state law, or federal law.

Any member or officer who does not fulfill their responsibility as per the constitution may be removed from office or the organization by a vote of the organization’s membership.

Use this section to explain how your process works:

- How will allegations be filed? Via email, in writing, etc.
- How and when will members receive notification of the allegation(s) and date of decision meeting? Via email, in writing, etc.
- How will voting occur? Secret ballot, private voting by hand (heads down, eyes closed), public voting by hand, etc.
- Who is eligible to vote? Members in good standing, GPA requirement, etc.
- What percentage of the membership is needed for the decision to be in effect? \( \frac{1}{2}, \frac{2}{3}, \frac{3}{4} \)
- How long is the revocation applicable? 1 semester, 1 academic year, indefinite

Section 3: Appeal Process

Any student whose membership is revoked will have _____ calendar days to appeal the revocation. The appeal must be submitted in writing/via email to the President and must include any relevant information that has not already been presented. The President will then submit the appeal to the officers of the organization. Organization officers will then render a decision within _____ calendar days.

Any of these details may be altered to best suit the organization. For example, an appeals or standards committee may choose to facilitate the appeal process.

Article IV: Meetings

This organization shall hold regular general body meetings (once per week, biweekly, once per month, semesterly, etc.). A quorum consisting of ____________________ is necessary for the transaction of any business. (Will you have a minimum number of present members necessary to conduct business? A minimum number of officers present?)

General body meetings will be used for the purpose of _____________________________. (ex: event planning, activities pertaining to the purpose of the organization such as yoga, the study of culture, dance, academic endeavors, etc.)

Article V: Officers (or Executive Board)

Section 1: Eligibility

All officers must be students at Trinity University and must subscribe to or be interested in the purpose of this organization.
Consider:

- Enrollment status?
- GPA requirement?
- Additional requirements?

Section 2: Title and Duties

Future officers of the organization should be able to read this section and have a general understanding of the day to day duties of each officer of the organization. The tasks below are simply suggestions and may be changed at will.

*One officer must be the designated TSPACE coordinator for the organization.*

The offices of this organization shall include President, Vice President, Secretary, Treasurer, etc. All officers shall serve (one term, one year) and may be elected for additional terms. *Specify if you will simply have officers, if you will develop an executive board, if there will be differences between “officers” and an “executive board” within your organization, etc.*

The President shall:

- Supervise the activities of the organization
- Preside over all general body and officer meetings
- Etc.

The Vice President shall:

- Coordinate organization events and socials
- Act as the TSPACE coordinator for the organization

The Secretary shall:

- Communicate organization business with general members
- Maintain organization roster and contact information
- Etc.

The Treasurer shall:

- Collect dues if applicable
- Keep an accurate account of all funds received and expended
- Etc.

Section 3: Elections

a. Nomination Process

Individuals nominated for office must meet the officer eligibility requirements as stated in Article V, Section 1. Individuals nominated for office must be members in good standing as defined in Article III, Section 1.
Consider developing a process for nominating new officers.

**How are they nominated?** By others only, self-nominations, both

**When are they nominated?** Will officers run or will nominations occur on the day of elections

**What additional elements will be a part of the nomination process?** Speeches, applications, etc.

### b. Voting/Appointment Process

Voting is limited to Trinity University students. Officer elections will take place in November each calendar year, so that new officers can attend Student Organization training in January.

*Use this section to describe your voting process. Consider the following elements:*

- **Who is eligible to vote?** Members in good standing, GPA requirement, etc.
- **How will voting occur?** Secret ballot, private voting by hand (heads down, eyes closed), public voting by hand, etc.
- **What percentage of the membership is needed for officer selection?** ½, 2/3, ¾

### Section 5: Officer Vacancies

#### a. Removal of Officers

The membership revocation and appeal process as outlined in Article III, Section 2 is applicable to officers. The organization will follow these procedures for the removal of any officer.

#### b. Resignation

Officers no longer wishing to serve as an officer must submit their resignation to the President at least _____ in advance to their departure. Prior to the officer’s final day he or she shall provide documents and pertinent information related to his or her current projects and duties.

#### c. Vacant Officer Positions

In the event an officer is removed or resigns, the nomination and voting process as outlined in Article V, Sections 3a and 3b will take place at the next regularly scheduled general body meeting or at a specially called meeting. The newly elected officer’s term will end at the annual election scheduled in November of each year.

(Select an officer) will assume the role of any vacant position until an election is held. If the (selected officer) is unable to do so, the position will be filled by presidential appointment until an election is held.

### Article VI: Finances

#### a. Dues

*Remove if not applicable.*

- **Will the organization have dues?**
- **If so, how much per person?**
- **Collected semesterly? Yearly?**
Consider adding a statement such as: “No student shall be denied membership due to the inability to pay dues. If a member is unable to pay dues, accommodations will be made.”

b. Dissolution
In the event of the dissolution of this group, all accrued funds and assets shall be donated to ___________ (a non-profit organization, a specific academic department within the university, etc.)

Article VII: Risk Management
As determined by this organization, the president, vice president, risk management chair, social chair, new member orientation chair, or any additional officers representing the organization will have the responsibility for sharing all Risk Management information with other members of the organization at the (first meeting of each semester, first meeting each fall, as they are accepted into the organization, etc.). Members will follow University best practices for risk management as it relates to their student organization. Members will uphold Trinity University policies and city, state, and federal laws.

Article VIII: Officer Transition
It will be the responsibility of both outgoing and incoming officers to appropriately prepare for the future of the organization. Outgoing officers will provide information on their officer activities and roles to incoming officers. Incoming officers will review organization history and activity.

In this section, describe what measures might be taken to ensure a successful officer transition, such as:
1. Officer retreats/trainings
2. Sharing important documents (dropbox, google docs, binders, etc.)
3. New officer orientation

Article IX: Amendments
Amendments to the constitution must be proposed in writing/via email to the President. The amendment must then be presented to the organization during a regularly scheduled general body meeting and should include a full explanation or rationale for the proposed change. The amendment may be voted on immediately, or at the next regularly scheduled meeting at the discretion of the organization. The amendment shall not take effect until approved by a _____ majority vote of good standing members of the organization (good standing is defined in Article III, Section 1).