## Rules and Guidelines for Constitutions of Registered Student Organizations

The following outline is provided as a guide organizations may use when drafting a constitution. For further aid in writing governing practices, groups are encouraged to consult a rulebook on parliamentary procedure such as Robert's Rules of Order. Organizations may add to but neither subtract from nor abrogate the provisions given below. The items noted in red/italics must be expressly stated within the constitution; these rules derive from the UTA Handbook of Operating Procedures (HOP). When an organization's constitution is amended or revised, it must conform to the most current rules promulgated by the Student Organizations Office.

## Article I-Name

State the official name of the organization. Please note that the organization may not preface its name with The University of Texas at Arlington or any of its abbreviated forms (Regent's Rules and Regulations 50202, 2.3; HOP 10-303). For example, you may not use the name "UTA Baking Club." Use of the nickname, Mavericks, and its variants is acceptable.

## Article II - Purpose

The general purpose of the organization and its mission must be clearly indicated. Each organization shall serve a purpose that is distinct among the university's community of registered student organizations.

## Article III - Membership

Define what a person must do to be qualified/recognized as a member. Who is eligible for membership? Are there any restrictions? How are members identified? State what rights and privileges a full member has and procedures for removal of membership should the need arise. The following provisions must also be stated in membership policies:

- Members must be current students at The University of Texas at Arlington.
or, if applicable: Members must be current students, faculty or staff members at The University of Texas at Arlington. (HOP 10-40I, 50I).
- The organization will not deny membership on any basis prohibited by applicable law, including but not limited to race, color, national origin, religion, sex, age, disability, or veteran status. (HOP 10-30I). The organization may add additional categories to this list; however, they may not subtract from it unless:

0 The primary purpose is religious. These may restrict the right to vote or hold office to persons who subscribe to the organization's statement of faith.
o Single-sex organizations may be permitted if they satisfy relevant legal requirements such as Title IX of the Education Amendments of 1972.

## Article IV - Consultants (if applicable)

Consultants may include individuals who are not eligible to be members (e.g., alumni, honorary affiliates, local/off-campus advisors). Consultants often provide support and guidance for the organization; however, the constitution must state that: Consultants can neither vote nor hold office in the organization.

## Article V - Executive Officers

The officers are those who are authorized to speak for or represent the organization or group in its relations with the institution and who are authorized to receive for the organization or group official notices, directives, or information from the institution. The president and other officers must be students (HOP 10-402).

List and describe the officer positions (e.g., president, vice president, treasurer, secretary); qualifications for office; duties and responsibilities of office; terms of office; procedure for removal of officers; procedure for filling vacated offices. Organizations must have at least three (3) officers.

## Article VI - Meetings

State procedures for calling regular meetings; frequency of meetings and special sessions. Establish number of members necessary for a quorum in order to conduct official business. It is also useful to specify what the normal order of business shall be or if a particular set of parliamentary rules will be followed (such as Robert's Rules of Order). The advisor must approve all called meetings (HOP 10-403).

## Article VII - Finances

Description of source of group funds; membership dues, if applicable; budget approval process; limitations on how funds may be spent; procedure for requesting funds. State how the dues, fines and fees imposed on members are to be determined; when they are to be collected. Collection of funds and financial commitments shall be under the supervision of the advisor (HOP 10-602).

## Article VIII - Committees

State what standing and/or ad hoc committees or what divisions will exist in the organization and the function and composition of each.

## Article IX - Affiliations (if applicable)

List any affiliations with local, state, regional or national constitutions/organizations.
If affiliated with another organization, a copy of the constitution of the affiliated organization must be submitted to the SAO office.

## Article X - Faculty/Staff Advisor

State procedures for the qualifications and selection of a faculty/staff advisor and the functions or duties of said person. The receipt of dues, fees and other income or property and any disbursements shall be under the supervision of the advisor of the organization (HOP 10-603).

## Article XI - Amendments

Provisions for amending the constitution. State how an amendment will be presented, to whom within the organization it will be presented, and by what vote it must be passed (e.g., two-thirds majority). Amendments will be effective upon approval by The University of Texas at Arlington (HOP 10-303).

## Article XII - Additional Rules and Regulations

State any outside rules or regulations that your organization will be bound to. This could be rules required by the nationalaffiliated organization. The constitution must guarantee that: The organization will function in accordance with all University rules.

## Ratification

Provide a brief statement describing when and how the constitution was adopted. The chief executive officer (e.g., president) and faculty/staff advisor must sign and date the constitution upon its ratification by the membership in witness thereof. Provide a space for the Student Activities \& Organizations office to review and approve. Below is an example.

This constitution is hereby adopted by a (count or proportion of vote) vote of the membership on this, the (date of vote) day of _(month) in the year__(current year)_, witnessed and confirmed below.
$\overline{\text { John Doe, President } \quad \text { Date } \quad \text { Jane Smith, Advisor } \quad \text { Date }}$

| Approval for use by Student | Date |
| :--- | :--- |
| Organizations Office |  |

The signed hardcopy the constitution is to be filed with the Student Organizations Office. The office will conduct a review of the document and notify the president and advisor of approval or of any necessary revisions.

