



## 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 10-401, 501).
- **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 10-301). The organization may add additional categories to this list; however, they may not subtract from it unless:
  - 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.
  - 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).

