



Leadership Handouts

Organization Development Series

Activites Resource Center
Department of Campus Activities
University of Houston

Developing an Organization Constitution

Student organization may use the following sample constitution as a guideline for development an actual constitution. Your constitution may be expanded or abbreviated, but must meet all the requirements for a registered campus organization to receive final confirmation of registered status.

Constitution of the Sample Organization

Article I - Name

Section 1 The name of this organization shall be ("name" which will be used for all business conducted).

Article II - Purpose

Section 1 It shall be the purpose of this organization to (promote, organize, recognize, etc.).

Article III - Affiliations

Section 1 (Note affiliation with national, regional, etc. organizations and what the relationship exists between university group and the organization.)

Article IV - Membership

Section 1 The membership of this organization shall consist of currently enrolled University of Houston students.

Section 2 Eligibility requirements. (GPA or special qualifications may be used but eligibility cannot be based on illegal discrimination.)

Section 3 Membership in this organization will not be based on discrimination based on race, handicap, age, gender, color, creed, religion, political persuasion, sexual orientation or national origin.

Section 4 Members shall pay dues in the amount of (x) on a (monthly, quarterly or yearly) basis.

Article V- Officers

Section 1 The officers of this organization shall consist of: (state the number of officers, their titles and duties.)

Section 2 Qualifications for each office, if any.

Section 3 Term of Office.

Section 4 Provisions for removal of any officer.

Article VI- Elections

Section 1 Elections for officers shall be held (provide the month of the elections, specify who will inform the membership of the election meetings, and the method of notification. A provision should be made regarding the amount of the lead-time required to notify members of election meetings.)

Section 2 Procedures for filling vacancies.

Section 3 Procedures for voting. (How will the group vote? What percentage constitutes a majority?)

Article VII- Meetings

Section 1 Regular meeting of this organization shall be held (monthly, bi-weekly, etc.). Specify who shall have responsibility to notify members of the meeting and the method of notification to be utilized; e.g. mailings, flyers, or prior meeting. Do you want to meet during semester breaks? Summer sessions?

Section 2 Special meetings may be called any time by the (president, vice president, chairman, etc.) upon (x) days notice to members. (Specify method of notification.)

Section 3 A quorum shall consist of (x) members at any regular or special meeting. (A quorum is defined as the number of percentage of total membership to be present in a meeting in order to conduct business of the organization).



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Article IX- Committees (optional)

- Section 1 Standing committees (composition, appointment, function, powers and duties; e.g. membership, financing, publicity, etc.)
Section 2 Appointment of committees by (president, chairman, council, etc.)

Article X- Advisor(s) (optional)

- Section 1 There shall be (one, two, or more) faculty/staff advisors who shall be members ex officio with no voting privileges.
Section 2 Method of selection advisor(s).
Section 3 Duties and responsibilities of the advisor(s).

Article XI Parliamentary Authority

- Section 1 Specify what standard procedures will be used when conducting business. Some organizations select Robert's Rules of Order, Newly Revised.

Article XII- Amendment of Constitution

- Section 1 Specify by what process and vote that the constitution may be altered.

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