

STUDENT ORGANIZATION CONSTITUTION CHECKLIST

(REVISED AUGUST 2023)

____ **ORGANIZATION NAME (required)**: States the official name of the student organization. The name of the student organization must follow the “Guidelines for Naming Your Student Organization” in the Student Organization Handbook. Specifically, the student organization cannot use the words “Texas State University” or “Texas State” or “TXST” as a part of the name of the organization.

- Only Sport Clubs registered through Campus Recreation are allowed to use Texas State at the beginning of their organization name. Any other student organization that wishes to include Texas State or TXST in their name must use it at the end. (Ex: Club at Texas State).
- Include that name of the organization and any abbreviated name or acronym if it intends to use one.

____ **MISSION AND GOALS (required)**: The Mission statement that is clear, precise, and definitive (generally 60 words or less)

- Philosophy, goals, and/or purpose for which the organization has been created.
- Must include the following sentence in its own paragraph: **“All activities and functions of the organization must be legal under University, local, state, and federal laws.”**
- **Chartered Student Organizations Only**: If your organization is a chartered student organization, it must include the following statement: “_____ is a chartered organization based in the department of _____ in the division of _____ at Texas State University. Per SAPPS 07.04 The university accepts the responsibility for assisting students in organizing and maintaining chartered student organizations; agrees to support, supervise and advise their activities, will provide resources for those activities; and acknowledges that these organizations contribute to the educational mission of the institution. This is achieved by the appointment of Staff Advisor(s) within the sponsoring department.”
- **Statement of Affiliation (optional)**
 - Does your organization have a governing body or off-campus affiliation?
 - What is the expectation or reporting structure of this affiliated relationship?

____ **MEMBERSHIP (required)**: Defines the composition of the student organization including membership requirements and selection procedures. Any Texas State University student, faculty member, or staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. All officers/representatives must be currently enrolled students at the University.

- ____ **University’s Prohibition of Discrimination Policy (UPPS No. 04.04.46) (required)**: Must include the following statement from the University’s Prohibition of Discrimination Policy (UPPS No. 04.04.46): “Texas State University is committed to an inclusive educational and work environment that provides equal opportunity and access to all qualified persons. Texas State, to the extent not in conflict with federal or state law, prohibits discrimination on the basis of race, color, national origin, age, sex, religion, disability, veterans’ status, sexual orientation, gender identity, or gender expression.”

_____ **OFFICERS (required)**: List each major officer's position with respective duties and authority. Describe who is eligible to be an officer (including academic requirements), how one becomes an officer, and how one obtains or loses officer status. Eligibility requirements must be included in this section that meet or exceed those described in the Student Organization Relationship Statement (at least a 2.25 TXST cumulative GPA).

- _____ **GPA STATEMENT (required)**: The following statement must be included: "The president, vice president and treasurer, or their equivalents, from each registered student organization must maintain a 2.25 Texas State cumulative GPA."
- _____ **SELECTION OF OFFICERS / ELECTIONS (required)**: Officer selection must take place at least once per academic year. Include the process the process for selecting officers (elections, nominations, etc.) for the organization (elections, nominations, interview, etc.)
- _____ **PROCEDURES FOR DECISION MAKING (required)**: Defines how decisions will be made in the control of organizational activities and finances, including a definition of a quorum (required). Quorum is a percentage or fraction of members that must be present to conduct business– such as two-thirds, three-fourths, 50%+1, etc.
- _____ **OFFICER VACANCIES (required)**: Include procedure for removal of officers, procedure for filling vacated offices, and an appeal policy.

_____ **FINANCES (required)**: (Include this section, even if not charging dues) Defines how funds will be collected, maintained and disbursed. (Include this section, even if not charging dues)

- _____ **FINANCIAL STATEMENT (required)**: Must include the following statement: "Advisors are not to have control of the funds and financial records of the organization." TSUS Rules and Regulations §6.2; UPPS No. 03.01.10
- _____ **DISBURSEMENT OF ASSETS (required)**: Should the student organization become defunct, provide a means to disburse the organization's assets in this article.

RISK MANAGEMENT (required): In this section you must include how and when your organizations officers will share the mandatory Student Organization Risk Management training to your members.

MEETINGS (recommended): Describes how often the meetings will be held, who can call regular and special meetings, and attendance requirements.

COMMITTEES (recommended): If applicable, standing (permanent) committees and ad hoc (temporary) committees should be listed including duties and responsibilities.

ADVISOR (recommended): Procedures for selecting and replacing an advisor and defines the relationship between the advisor and the student organization.

RATIFICATION AND EMPOWERMENT (recommended): Necessary approval needed for approval of the constitution.

AMENDMENTS (recommended): What is the procedure for proposing amendments (i.e. in writing, verbally, etc.)

_____ **HISTORY (required)**:

- _____ **DATE OF CREATION AND REVISION (required)**: Must include the following statement: "This document must be submitted for review to the department of Student Involvement every three (3) years or when changes occur."
 - Must include the date of creation.
 - Must include all dates of revision.