

Sample Constitution

ARTICLE 1 - Name

State the official name. You are permitted to use Houston Community College-Northwest as part of your official name.

ARTICLE 2 – Purpose/Mission

State the reasons for the formation of the organization and its objectives. The purpose/mission should be very clear and descriptive as well as unique to your specific organization.

ARTICLE 3 - Membership

State who is qualified for membership (assuring that no discrimination shall exist).

State what an individual must do to be recognized as a full member. For example—are there GPA requirements? Specific major?, etc.

State what rights & privileges a full membership. Discuss how voting will be covered and how students run for office positions, etc.

ARTICLE 4 - Meeting

State how meetings of the membership will be held (regularly scheduled meetings? Special meetings to be called by President only, etc.) during the school year and when they are to be held. (as in monthly, weekly, etc. DO NOT assign a numerical value to the occurrence of meetings... For example, refrain from stating, “10 meetings a semester.” Also, do not assign specific days of the week, For example, refrain from “meetings will be held every other Monday.” You do not want to assign days of the week because what works for this current set of officers/members, may not work for future officers/members.)

State the procedure for calling regular and/or special meetings. (Define quorum {normally majority plus 1} and discuss what percentage of members must be present in order for a meeting to begin.)

ARTICLE 5 - Executive Board

State what officer positions will make up the executive board and describe what each officer's duties will be. Most common are President, Vice President,

Secretary and Treasurer. (It is not required that your organization have officers however, a few key members/contacts as well as their responsibilities are encouraged. Some student organizations do not require executive members and others do. If you need additional assistance or have questions, contact the Student Life Coordinator.)

State the procedure for handling vacancies within the Executive Board. (What happens if an office position becomes vacant? Will the President appoint positions or will the executive board and/or members help decide the appointment?)

ARTICLE 6 - Elections

State which officers will be selected by the membership; how long the terms of these offices will last; and how many times a person may hold the same office. State the nominating/appointment procedures and when they will take place. State how the nominees will present their qualifications and how and when elections will be held. State the procedures in case a runoff election is necessary. State the procedures for removing an officer from office. State the procedure if an officer leaves office before his/her term expires (mirroring what's mentioned above for addressing vacancies in officer positions)

ARTICLE 7 - Finance

If your student organization plans to use the Student Organization Grant Program or conduct fundraisers and have an operational budget—a Treasurer is required to administer the program in your student organization.

If the organization will not use the Grant Program and will not use an operational budget, a Treasurer is not required.

Please note: If you are going to have an operational budget at all, you need to discuss the financial process and whose responsibility it will be to oversee how these (college) organization funds will be administered.

ARTICLE 8 – Committees

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

ARTICLE 9 - Affiliations

State any affiliations with local, state, regional, or national organizations.

(It is not required that you are affiliated with a local, state, regional or national organization. However, if you are—you would know. In the event that you are, you need to provide documentation from the outside organization on their organization letterhead. If you are NOT affiliated with an outside organization, omit this section.)

ARTICLE 10 - Advisor

State the qualifications desired of an advisor. State the selection process and procedures for acquiring and/or replacing an advisor.

ARTICLE 11 - Ratification

State how the Constitution will be approved and amended by the membership.

****PLEASE NOTE: On a separate sheet of paper, please include an outline your program/event objectives. Your application will NOT be accepted without an event/program outline or proposed campus activities and events.**

You are free to add any additional articles that you deem necessary and specific to your student organization. The Office of Student Life is also available for additional questions and support, should you need it.