Sample Constitution and Bylaws

The following outline is to be followed by student organizations writing a new constitution for registration by the Student Development Center. If you need further assistance, contact the Student Development Center, 747-5670.

ARTICLE I - NAME
The name of the organization shall be _______________________.

ARTICLE II – PURPOSE
The purpose of the new organization must be stated clearly. Indicate that it will serve a need on the campus, which cannot be met by already established organizations. Needless duplication of clubs should be voiced.

The purpose of ___________________ is:
Example a. to serve as a forum for…
Example b. to promote the growth of…
Example c. to foster the continued interest in…
Example d. to provide experiences designed to develop skills of…
Example e. to provide members with an opportunity to…
Example f. to serve the university community in the following ways…

ARTICLE III- ORGANIZATION
Section 1. MEMBERSHIP - Members must be students, staff, and/or faculty members at UTEP. A nondiscrimination statement must be included in the constitution.

The ______________ organization shall be composed of students who are interested in our purpose.

Section 2. OFFICERS – Names and offices by title, how and when elected and length of terms should be listed.

OFFICERS SHALL CONSIST OF:
A. President
B. Vice-President
C. Secretary
D. Treasurer
E. Judicial

QUALIFICATIONS – To be eligible to hold any office a person must:
A. be currently enrolled at UTEP
B. have a minimum 2.0 GPA
C. not be on any disciplinary or scholastic probation
D. have been an active member of the organization at least one semester (suggested)

DUTIES
A. The President shall…
B. The Vice-President shall…
C. The Secretary shall…
D. The Treasurer shall…

ELECTIONS
A. Nominations for office shall take place…
B. Election of officers shall take place…

VACANCIES AND IMPEACHMENT
A. In the event of a vacancy in office…
B. Special elections will be held when…
C. Elected officers may be subject to impeachment…
D. Procedures
E. Notification
F. Hearing
G. Sanctions
H. Decision of the….

CONSTITUTIONAL AMENDMENTS
A. This constitution may be amended at any meeting by a two-thirds vote of the active members present providing it is not in conflict with the University’s Handbook of Operating procedures or…
B. Bylaws may be adopted to fit the needs of the organization at any meeting by a two-thirds vote of the active members present providing such bylaws conflict in no way with the constitution and bylaws of University’s Handbook of Operating procedures or…