*NOTES: Below is a guideline for structuring a proper constitution for a Registered Student Organization (RSO), or club. A constitution is the founding document of an RSO that provides information on what the group stands for and its basic processes for operating. Constitutions are approved by the College President (or designee) when a new RSO forms. Any amendments to RSO constitutions must be approved by the RSO Advisor(s) and the department lead for Student Life before changes become officially accepted. Highlighted text is there to assist you in writing your constitution. Fill in the brackets with information requested within the brackets.*

***DELETE ALL HIGHLIGHTED TEXT BEFORE SUBMITTING YOUR CONSTITUTION!***

**[CLUB NAME]**

**Lone Star College-[CAMPUS]**

**Constitution**

**Article I NAME**

Section 1 Name:This constitution establishes [CLUB NAME] at Lone Star College-[CAMPUS], hereafter known as [ACRONYM, if applicable].

**Article II PURPOSE**

Section 1Purpose:[List purposes and objectives of the organization.]

Section 2Policy Agreement:[ACRONYM]agrees to abide by all Lone Star College-[CAMPUS] policies, procedures, and guidelines.

Section 3 Affiliations: [If your organization is affiliated with a regional, national, or international organization, details of the affiliation should be adequately described.]

**Article III MEMBERSHIP**

Section 1 Membership: Any registered student (full or part-time) at Lone Star College-[CAMPUS] who is in good standing with the College and fulfills the membership requirements of the organization may be a member.

Section 2 Membership Requirements: [If applicable, list any other membership requirements for the club.]

Section 3 Non-discrimination: In keeping with Lone Star College policy of non-discrimination, [ACRONYM] does not discriminate on the basis of any protected status.

Section 4 Classification: [If applicable, state any classification categories that apply to your group. (e.g. active, inactive, honorary, etc.).]

Section 5 Voting Privileges: Voting privileges will be restricted to Lone Star College-[CAMPUS] student members.

Section 6 Non-Voluntary Member Removal: A member can be removed from [ACRONYM]… [State reasons for possible removal and list the specific process for removal. The process must include due process, giving the member being considered for removal an opportunity to have their perspective heard and considered, and giving an opportunity for appeal.]

**Article IV OFFICERS AND ADVISORS**

Section 1 Officers: [List which officers will serve the organization (i.e. President, Chair, Director, Vice President, etc.). RSOs are required to have at least 1 officer position.]

Section 2 Officer Qualifications: [List any qualifications for holding office.]

• All officers must be current students at Lone Star College-[CAMPUS].

• All officers must be in good academic standing (minimum cumulative 2.0 gpa). *(Note: RSOs may set a higher standard than this.)*

Section 3 Length of Term:[Include the beginning and ending of term. This does not have to be specific dates, but can be something like “Term of office begins on the first day of fall semester” or “immediately after election.” It’s up to your group to decide this. Terms of only one semester are not recommended, as officers don’t have enough time to get trained before their term ends.]

Section 4 Duties of Officers: [List specific duties for each officer position.]

Section 5Non-Voluntary Officer Removal: An officer can be removed from [ACRONYM]…[State reasons for possible removal and list the specific process for removal. The process must include due process, giving the officer being considered for removal an opportunity to have their perspective heard and considered, and giving an opportunity for appeal.]

Section 6 Officer Vacancies: Should a vacancy in any office occur, it shall be filled… [How will the vacancy be filled? (e.g. by special election, by appointment of the remaining officers, etc.)]

Section 7Advisor Selection: [Define a clear step by step process to select your advisor]

Section 8 Advisor(s): [List advisor duties and responsibilities. Advisors may not have voting authority within the organization, as RSOs are to be student-initiated and student-run.]

Section 9 Advisor Removal: State reasons for possible removal and list the specific process for removal. The process must include due process, giving the officer being considered for removal an opportunity to have their perspective heard and considered, and giving an opportunity for appeal.]

**Article V ELECTIONS**

Section 1 Time of Elections: [What time of year will elections be held? (ie. first week of classes, last week of classes)]

Section 2 Nominations: [How will nominations be received?]

Section 3 Voting Method: [Outline method voting (e.g. hand vote, ballots, electronic form, etc.)].

Section 4 Determination of Winner: [What vote is needed to declare a winner? Usually it is a simple majority.]

Section 5 Tie Breaker: [What happens in the event of a tie? Does the President/Chair break the tie?]

Section 6 *(optional section)* Recall: A petition of [ie. one-third, three-fourths]of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after presentation of the recall position and shall be conducted as a special election. Recall will require a favorable vote of [i.e. two-thirds, three-fourths] of the voting membership.

**Article VI MEETINGS**

Section 1 Meeting Day/Time/Location: [e.g. *The day, time, and place of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term*. It is generally not a good idea to list a specific day of the week or time, because if the group needs changed, they’d have to amend the constitution to do so.]

Section 2 Frequency of Meetings: [Will meetings be held weekly, monthly, etc.?]

Section 3 Special Meetings: [Who can call them, how is notification made to membership, etc.?]

Section 4 Quorum: For regular and special meetings, quorum shall be…[Quorum is the minimum number of voting members who must be at a meeting before any official decisions can be made. This number should be slightly less than the number of people who usually attend your meetings—yet large enough so that a few officers cannot control the whole organization.]

Section 5 Rules of Procedure: [ACRONYM] meeting procedures shall be run by for this organization shall be… [Robert’s Rules of Order? You do not necessarily need to include this section. Some RSOs operate very informally, so this would not be necessary. Omit this section if you don’t have set rules of procedure for meetings.]

**Article VII FINANCES**

Section 1 Fiscal Year: The fiscal operating year for this organization is September 1-August 31, same as Lone Star College.

Section 2 Dues: [If applicable to your RSO].

**Article VIII COMMITTEES** [if needed…If you have none, omit this Article.]

Section 1 Standing Committees: [e.g. Membership, Social, etc.]

Section 2 Standing Committee Membership: [State the method of selecting members for these committees.]

Section 3 Powers and Duties of Standing Committees: [Define the powers and duties of each standing committee.]

**Article IX AMENDMENTS**

Section 1 Proposals: Proposed constitutional amendments shall be presented to the organization in writing, [e.g. one meeting before it may be voted on]*.*

Section 2 Approval: A [e.g. two-thirds, three-fourths] approval of voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect after approval from the Advisor(s) and the Director of Student Life/Engagement.

**Article X RATIFICATION AND ENACTMENT**

Section 1 This constitution shall become the official governing document of [CLUB NAME] upon ratification by a [i.e. two-thirds, three-fourths – should be the same as required for amendments] majority vote of the membership in attendance, and approval and acceptance by the appropriate recognizing body of Lone Star College-[CAMPUS].

**Article XI DISSOLUTION**

Section 1 In the event that [CLUB NAME] is dissolved, any remaining funds and property shall revert to the Office of Student Life.