

CONSTITUTION CHECKLIST

The following components are required of all Recognized Student Organization constitutions:

- Organization name and/or abbreviation** - Name of organization stated clearly and any acronym/abbreviation is noted
- Purpose and goals** – General purpose, type of activities, affiliation with other groups or national organizations
- Membership eligibility, standards and requirements** – Outlines who is eligible for membership, and any requirements that must be met before applying for membership.
- Officer disciplinary procedures (notice)** - Procedures for disciplining and/or removing an officer: including a notice to the officer of the issue
- Officer disciplinary procedures (perspective)** - Procedures for disciplining and/or removing an officer: a process whereby the officer is given an opportunity to share his/her perspective.
- Member disciplinary procedures (notice)** - Procedures for disciplining and/or removing a member: including a notice to the member of the issue.
- Member disciplinary procedures (perspective)** -Procedures for disciplining and/or removing a member: a process whereby the member is given an opportunity to share his/her perspective.
- Officer selection processes (timing)** - including the timing of the selection
- Officer selection processes (process)** - voting membership or appointment process
- Officer duties** - Specific officer duties listed for any elected, selected or appointed leadership position
- GPR requirement** - Statement(s) found in the University Student Rules must be used as the minimum standard. The wording of the below statement may be made specific to the student organization, but no student organization may enact eligibility requirements for officers less stringent than those appearing above. Student organizations may enact requirements more stringent than those provided by the university under the condition that the more stringent requirements are reasonable in nature and consistent with the mission and purpose of the organization.

"The officers of this organization must meet the following requirements:

(a) Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.

1. For undergraduate students, the minimum cumulative and semester GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).

2. For graduate level students the minimum cumulative and semester GPR is a 3.00 and for first professional students the minimum cumulative and semester GPR is 2.50. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.

(b) Be in good standing with the university and enrolled:

1. at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.

2. at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

- Financial procedures** – the following statement must be inserted in the constitution: "All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment."
- Advisor expectations** – These can be adapted from the advisor agreement letter.
- Constitutional amendment procedure** – voted and approved by membership, indicating the number of votes needed from membership/leadership for approval.
- Statement of Annual Review** – reviewed annually and subject to the approval of the Department of Student Activities.
- Free of discriminatory language** - as consistent with the university's statement on harassment and discrimination, see <http://student-rules.tamu.edu/statemnt.htm>