

CONSTITUTION CHECKLIST

The following components are recommended for all Recognized Student Organization constitutions:

*Denotes sections required by [Texas A&M University Student Rule 41](#).

- *Organization name and/or abbreviation** – Indicate the name of the organization and any associated acronyms or abbreviations.
- *Organization mission, vision, and values** – Describe the organization’s purpose and guiding principles.
- Organization activities and operations** – Describe the types of activities the organization will conduct, as well as general information regarding its processes. If the group is affiliated with another organization (ex: national organization, Texas A&M department or college, etc.), identify and define that relationship here.
- *Membership eligibility, standards, and requirements** – Specify who is eligible for membership, the organization’s application/selection process, and requirements to maintaining membership in the organization.

Please note, as consistent with the [University Statement on Harassment and Discrimination](#) and [Student Rule 41.1.5](#), all recognized student organizations must be open in membership, unless otherwise permitted under applicable federal law.

- *Officer eligibility requirements** – Specify who is eligible to serve as an officer in the organization and any requirements that must be met before their election/selection, as well as during their term in office.

Please note, as consistent with [Student Rule 41.2](#), all recognized student organizations must use the following italicized parameters as the minimum standard. Organizations are permitted to enact more stringent requirements than 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 average (GPA) as stated below and meet that minimum cumulative and semester GPA 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 GPA 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 average 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 GPA is a 3.00 and for first professional students the minimum cumulative and semester GPA 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 average 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.

- ❑ **Officer positions and duties** – Describe specific officer duties for any elected, selected, or appointed leadership position.
- ❑ **Officer selection processes** – Indicate the organization’s voting/appointment process for officer selection, as well as the time of year in which it will take place.
- ❑ **Officer disciplinary procedures** – Define procedures for disciplining and/or removing an officer from their position, including (but not limited to):
 1. A process for reporting concerns within the organization;
 2. A notice to the officer in question;
 3. A process whereby the officer is given the opportunity to share their perspective;
 4. Identification of discipline process decision-makers; and
 5. A list of possible outcomes.
- ❑ **Member disciplinary procedures** – Define procedures for disciplining and/or removing a member from the organization, including (but not limited to):
 1. A process for reporting concerns within the organization;
 2. A notice to the member in question;
 3. A process whereby the member is given the opportunity to share their perspective;
 4. Identification of discipline process decision-makers; and
 5. A list of possible outcomes.
- ❑ **Advisor expectations** – Provide a clear articulation of who is eligible to serve as the organization’s advisor, the advisor’s relationship to the organization and its student leaders, and specifics about involvement.
- ❑ ***Financial procedures** – Describe organizational procedures for managing finances. At a minimum, per [Student Rule 41.1.3](#), this section must acknowledge that:
 1. The organization is required to bank with the Student Organization Finance Center (SOFC) and/or University Fiscal Department;
 2. All funds will be deposited within one business day of collection; and
 3. The organization’s advisor will sign and approve each expenditure before payment.
- ❑ **Constitutional amendment procedures** – Stipulate how the organization’s constitution may be changed, including the number of votes needed from membership/leadership for approval.
- ❑ ***Statement of Annual Review** – Acknowledge that the organization will annually submit a copy of its constitution to the Department of Student Activities for review. This copy will be made available to organization members, upon request.