NAME OF STUDENT ORGANIZATION
Constitution and Bylaws

Article I: Name of Organization:
What are the official and abbreviated names to be used by the organization? Per HOOP policy number 110, the organization may NOT use the name of the school, university (or any variation or abbreviation thereof) or the name of The University of Texas System (UT System) as part of the name of the organization. NOTE: Please do not use acronyms without first giving a full organizational name. Example- American Student Organization (ASO).

Article II: Statement of Purpose (Mission):
Briefly explain the purpose and mission of the student organization. What are the goals? The school, university and/or system name may be stated here (if part of the mission); but per *university editorial standards*, be sure to use the official name, and follow with its acronym (or subsequent reference), which may be used thereafter throughout the bylaws.

Article III: Membership:
What students are eligible for membership? What privileges do members have? Who has voting rights? How can a student become a member? How can they be removed from the organization?

- Section 1: (Anti-discriminatory statement requirement HOOP policy 183) Membership shall be open to [can specify school] and [said organization] shall not discriminate on the basis of **race (including hair texture or protective hairstyle), color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, or veteran status or any other basis prohibited by law or University policy.** (Any organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the organization's statement of faith, but must be stated in bylaws if applicable.) The updated anti-discriminatory statement MUST be stated in all organizations' bylaws.
- **Section 2:** Qualifications: Members must be in good academic standing, currently enrolled at [name of school. The organization may have more criteria required, so be sure to include that in this section as well.
- **Section 3:** Faculty/Administrative Advisors, and Ex-Officio members. How are they appointed? What is their term? NOTE: Faculty and/or Administrative Advisors do not have the authority to vote or make ruling decisions over the organization. Their purpose is in an advisory capacity only. If the organization has ex-officio members named then state how they are appointed and whether they are allowed voting rights.

SAMPLE TEMPLATE

- **Section 4:** Are membership dues required? If so, amount and frequency of due payments. What are dues used for?

Article IV: Officers
Includes: list of officer position titles, terms of office, eligibility requirements, election and term, vacancies and duties?

- **Section 1:** Titles of Elected Officers and Duties (Do not place individual names directly in bylaws only the position titles and descriptions as noted above.)
- **Section 2:** Qualifications (Are there restrictions to holding office?)
- **Section 3:** Election [nomination and voting procedures] and Term of Office
- **Section 4:** Vacancies [How does an officer position become filled, if it becomes vacant?]
- **Section 5:** Removal of Officers (if applicable)

Article V: Meetings
When do meetings take place? How often does the organization meet? Who can call meetings and run meetings?

- **Section 1:** Regular Meetings (frequency and time)
- **Section 2:** Special Meetings (indicate who has authority to call)
- **Section 3:** Quorum (The fraction or percentage of members who are needed to conduct the business of the organization. Will this vary for regular versus special meetings?)

Article VI: Finance and Budget
Who oversees financial records, and how are finances handled within the organization? Explain fundraising activities. If the organization dissolves, provide how funds will be disbursed.

Article VI: Amendments
Describe procedure in amending Constitution/Bylaws.

SAMPLE TEMPLATE

FOOTER REQUEST: *It is suggested that when creating your bylaws that you place a footer note in the document stating date of approval and/or latest revisions to bylaws. Bylaws must be submitted annually for renewal of a student organization at UTHealth Houston, so having dates of latest bylaws in the document will assist during registration review and approval process.*