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# STUDENT ORGANIZATION SAMPLE CONSTITUTION

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**Updated Fall 2024**

# **SAMPLE CONSTITUTION**

## **Article I: Name**

The name of this student organization shall be known as Porky's Pack.

## **Article II: Purpose**

The purpose and goals of Porky's Pack are to promote Javelina spirit and pride in students and university employees; promote attendance at athletic and other university sponsored events.

## **Article III: Membership**

### **Section 1. Eligibility**

Membership in this organization will be open to any interested student meeting criteria. Porky's Pack will not discriminate on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation or veteran status.

### **Section 2. Selection Process**

Application for membership will be open year round.

### **Section 3. Attendance**

Attendance at all meetings and organizational events is expected. Section 4. Removal Procedures

Any member or officer who displays a negative attitude or who undermines the activities of the organization shall be removed from the organization. A quorum of 50% + 1 must be present at the meeting and a 2/3 vote must be obtained in order to remove the individual.

## **Article IV: Meeting**

### **Section 1. Frequency**

Meetings shall be held twice a month at a convenient time, to be determined by the officers and members.

### **Section 2. Procedure**

Porky's Pack follows Robert's Rules of Order, Newly Revised.

### **Section 3. Quorum**

A quorum shall consist of fifty percent plus one (50% + 1) of the active membership and must be present to conduct official business.

## **Article V: Dues**

### **Section 1. Determination**

Dues will be set by a general vote of the organizational membership and will be based on the activities planned for the semester.

### **Section 2. Collection**

Dues will be collected by October 1 of each year.

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### **Section 3. Deposit and Withdrawal**

Money collected by the organization will be deposited into the Porky's Pack account within three (3) business days of receipt. In order to withdraw money, two signatures are required: that of the advisor and either the president or treasurer.

## **Article VI: Officers**

### **Section I. Requirements for Officers**

The officers must meet the following requirements: a) have at least a 2.00 cumulative GPA at the time of their election and post at least a 2.00 cumulative GPA during the term of office; b) be in good standing with the university and enrolled in at least six credit hours in a regular semester during the term of office; and c) be subject to removal from office by the organization and/or the organization's official university advisor should the student fail to maintain the requirement as prescribed in (a) and (b).

### **Section II. Officers and Duties**

- A. **President** - shall preside over regular and executive meetings, coordinate group activities and communicate with the officers and advisor on all matters.
- B. **Vice President** - shall assist the President and preside over meetings in the absence of the President; shall coordinate recruitment and selection of new members during the year.
- C. **Secretary** - shall record and distribute minutes at all meetings and check attendance at functions. **Treasurer** - shall collect dues, pay bills, oversee other monetary transactions including fund-raising and social activities, and prepare and maintain an annual budget.

### **Section III. Election Process**

Elections shall be held at the first regular meeting during the month of April. A quorum must be present and as simple majority vote will win. Newly elected officers shall resume responsibility at the following meeting.

### **Section IV. Removal of an Officer**

Refer to Article III, Section IV; an election to fill the vacancy will be held immediately.

## **Article VII: Advisor**

### **Section 1. Duties**

- A. Give advice and suggestions on matters of interest to the organization.
  - B. Inform the President and/or the Membership when the organization may be taking an action that could violate applicable laws and/or policies.
  - C. Refrain from overriding the organization, its actions, and/or its members, with the exceptions of possible violations of University Policy, as well as violations of local, state, and/or federal laws, or in instances of severe liability exposure to the organization and University.
  - D. Verify expenditures of the organization and manage its account.
  - E. Serve on the Executive Committee, without a vote.
  - F. Assist the organization in meeting its goals.
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- G. Aid in the continuity of the organization by attending meetings and by being available for advice and consultation.
- H. Check grades of officers a minimum of one time in January and one time in June.

**Section 2. Selection**

The advisor shall be selected by the organizational membership once every two years, providing the individual selected is a full-time faculty or staff member at Texas A&M-Kingsville.

**Section 3. Removal**

The advisor may be removed for deliberate violations of the constitution or for failing to maintain acceptable advisor-officer-member relationships with a ¾ majority vote of the membership.

**Article VIII: Committees**

The officers will take suggestions from the membership for standing or ad-hoc committees. A committee head will be appointed by the president and approved by the officers. It shall meet as needed to accomplish goals.

**Article IX: Responsibilities**

This organization will adhere to all municipal, state, and federal laws, the Texas A&M University- Kingsville Student Code of Conduct [http://www.tamuk.edu/dean/dean\\_files/studenthandbook.pdf](http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf) and all university policies and procedures.

**Article**

**X: Amendments**

**Section 1.**

Proposals

Members wishing to amend the constitution will bring the proposed changes to a regular meeting. The proposal will be discussed at that meeting and voted on at the following meeting. Quorum and majority used is listed in Article IV.

**Section 2. Review and approval**

The constitution and by-laws of this organization must be reviewed and resubmitted to Student Engagement and Campus Life every three (3) years. Any revisions to the constitution and/or by-laws must be approved by and filed with the Department of Student Engagement and Campus Life.

Signature of President \_\_\_\_\_

Date:

Signature of Advisor \_\_\_\_\_

Date: