***Note: Areas highlighted in yellow are either instructional or language that should be adapted to your particular student organization.***

**THE CONSTITUTION OF THE**

**STUDENT CHAPTER OF THE UNDERWATER BASKETWEAVING ASSOCIATION**

**Angelo State University**

*This document serves as a framework to help you create a constitution for your organization. When writing your constitution, make sure it reflects the purpose and needs of your organization and how the group will function effectively. Feel free to add different language and different sections that you feel are important to the organization. Your constitution is the first source of guidance for your group, and should also be used to settle disputes in your organization. For example, if a conflict arises over the election process, your constitution will be used to settle the dispute. Thus, you should include all necessary and applicable provisions as they relate to your organization, as to avoid possible future conflicts. REMOVE THIS PARAGRAPH AFTER YOU COMPLETE THE NAME AND PURPOSE SECTIONS.*

**ARTICLE I: NAME**

Section 1. The name of this organization shall be the *Student Chapter of the Underwater Basketweaving Association (SCUBA).* Here after referred to as SCUBA.

**ARTICLE II: PURPOSE**

Section 1. The purpose of this SCUBA shall be to:

1. Discuss and study the most effective methods of underwater basketweaving,
2. Provide and stimulate leadership among all persons engaged in underwater basketweaving,
3. Maintain and improve professional standards of underwater basket weaving,
4. Serve as a campus clearinghouse for information pertinent to students, faculty, and staff interested in underwater basket weaving,
5. Stimulate creative and experimental techniques for underwater basketweaving,
6. Promote research in the field of underwater basketweaving, and
7. Enhance the role of underwater basketweaving for the campus community.

**ARTICLE III. MEMBERSHIP** *(These are standard provisions for any group. If you add any other types of membership, remember that only student members should be allowed to vote or hold office. REMOVE THIS AFTER YOU COMPLETE THIS SECTION)*

Section 1. The membership of the Student Chapter of the Underwater Basketweaving Association shall be open to all currently enrolled, full or part-time, graduate or undergraduate, students at Angelo State University and any interested members of the faculty or staff at Angelo State University without regard to race, religion, gender, sexual orientation, disability or national origin.

Section 2. Each member shall be entitled to participate in meetings.

Section 3. Each member who is a full-time student shall be eligible to run for office.

Section 4. Each member shall be eligible to hold membership on organization committees.

Section 5. Each student member shall be entitled to vote on organizational matters.

**ARTICLE IV: OFFICERS AND ELECTIONS** *(University regulations require that your group have at least a president and a treasurer. You may have as many officers as you deem necessary, but remember to include which officers you want and what their selection criteria and process will be.**REMOVE THIS AFTER YOU COMPLETE THIS SECTION)*

Section 1. The officers of SCUBA shall be President, Vice President, Secretary, and Treasurer. All officers shall be elected by the membership of the organization in the manner described in this constitution. These officers shall comprise the Executive Committee.

Section 2. Officers of this organization shall be members of the organization.

Section 3. Candidates for office must be full-time students who are in good standing with the University and possess overall grade point average of at least 2.00. Elected officers must continue to meet these standards throughout their term of office.

Section 4. Officers shall be elected annually during the month and week agreed on and specified in the by-laws.

Section 5. The election ballot shall be created by floor nominations. A minimum of two (2) candidates for each office shall appear on the election ballot.

Section 6. Candidates shall declare a willingness to serve in the positions for which they have been nominated.

Section 7. Each officer shall be elected by a majority of the votes cast at a meeting where a quorum is present.

Section 8. The officers of President, Vice President, Secretary, and Treasurer shall each have a

one-year term of office.

Section 9. The following duties shall be assigned to the officers:

1. **PRESIDENT**: The President shall be the chief executive officer of the organization, shall preside at all organization meetings, and shall chair the Executive Committee. The President shall have the authority to appoint committees and shall be an ex-officio member of all committees. The President shall perform the duties customary to the office and such additional duties as directed by Executive Committee.
2. **VICE PRESIDENT**: The Vice President shall succeed the President of the organization in the event that the President resigns or is unable to continue in office. The Vice President shall serve on committees in an ex-officio capacity and shall perform other duties as assigned by the President.
3. **SECRETARY**: The Secretary shall keep the non-financial records of the organization and shall be responsible for: (1) recording minutes of *Association* meetings; (2) recording minutes of Executive Committee meetings; (3) and maintaining a current list of membership with telephone numbers and mailing addresses. The Secretary will also perform additional duties as assigned by the President.
4. **TREASURER**: The Treasurer shall keep the financial records of the Association and shall be responsible for: (1) maintaining accurate accounting records; (2) authorizing and signing checks approved by the SCUBA; and (3) reporting the financial status at each SCUBA meeting. The Treasurer shall also perform additional duties assigned by the President.

(*Groups often give check-signing authority to different officers. It may be a good idea to have at least two signatures on checks to preserve the integrity of the process. See the advisor section below*. *REMOVE THIS AFTER YOU COMPLETE THIS SECTION)*

**ARTICLE V: FACULTY/PROFESSIONAL STAFF ADVISOR**

Section 1. SCUBA will select a full-time member of the faculty or unclassified staff of Angelo State University to serve as an organizational advisor. The advisor should certify the organization’s expenditures by co-signing all checks and vouchers. (*Having an advisor is mandatory. Having an advisor co-sign your checks is a new regulation – Student Handbook.* *REMOVE THE ITALIC SECTION AFTER YOU COMPLETE THIS SECTION)*

**ARTICLE VI: QUORUM** *(It is widely accepted that this provision be in place to ensure the will of the majority is protected. REMOVE THE ITALIC SECTION AFTER YOU COMPLETE THIS SECTION)*

Section 1. A quorum of at least one-half (1/2) of the entire membership must be present in order to conduct Association business.

**ARTICLE VII: FINANCIAL OBLIGATION (If applicable)** *(You may add additional provisions as necessary, but this section is standard for most organizations. REMOVE THIS AFTER YOU COMPLETE THIS SECTION)*

Section 1. A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

Section 2. Registered student organizations are required to meet all financial obligations incurred by the organization.

Section 3. Monies raised by the organization through the payment of dues or through fund-raising activities should be deposited in an organizational account at a financial institution. (*Required by ASU, Student Handbook*. *REMOVE THE ITALIC SECTION AFTER YOU COMPLETE THIS SECTION)*

**ARTICLE VIII: BY-LAWS AND AMENDMENTS**

(*In general, this section should appear in all constitutions*. *REMOVE THE ITALIC SECTION AFTER YOU COMPLETE THIS SECTION)*

Section 1. By-laws consistent with this constitution shall be adopted or amended by a two- thirds (2/3)

affirmative vote of the votes cast.

Section 2. Amendments to this constitution may be initiated by the Executive Committee or upon petition to

the Executive Committee by ten (10) percent of the membership.

Section 3. The constitution may be amended by a two-thirds (2/3) affirmative vote of the votes cast.

**ARTICLE IX: HAZING** *(This section is required. REMOVE THE ITALIC SECTION AFTER YOU COMPLETE THIS SECTION)*

Section 1. “Hazing as defined by S.B. 24, 70th Legislature, Regular Session, 1987, is prohibited by State law and University policy”. “Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.”

**\*This constitution was adopted by the Student Chapter of the Underwater Basket Weaving Association on August 18, 2010.**

(*Always include this last statement as an indicator of when the document was last changed*. *REMOVE THE ITALIC SECTION AFTER YOU COMPLETE THIS SECTION)*