

University Policy Agreement

As president of _____, (Organization Name) I attest that my student organization has reviewed and made amendments to the constitution, if necessary. The purpose and activity of my student organization shall be lawful and not in conflict with the policies, rules, regulations, and standards of Texas Tech University.

*The *Student Handbook* requires an organization's constitution to address these issues: purpose, membership selection, intended relationships, officer list, proposed activities, and advisor selection. The constitution of an organization contains the fundamental principles which govern its operation. A constitution will serve to clarify the organization's purpose, outline its basic structure, and provide a cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions.

The following is an outline of the standard information to be included in a constitution. The objective is to draft a document that covers these topics in a simple, clear, and concise manner. Include the date when the document is adopted/revised.

- Article I The name of the organization. (Do not use "Texas Tech" or "Red Raiders".)
- Article II* The purpose of the organization.
- Article III* The requirements of membership; include the selection, rights and responsibilities, resignation, dues, and expulsion procedures of members. (Active members must be enrolled TTU students.)
- Article IV* A list of officers, terms of office, description or responsibilities; include provisions for vacancies of offices, methods of election of officers, election procedures, time of election.
- Article V Regular meeting time, provisions for calling special meetings, and what constitutes a quorum at a meeting.
- Article VI* State any present or intended relation the organization may have to any other local, state, or national organization.
- Article VII* Proposed activities.
- Article VIII Structure of the executive committee, description of standing committees, committee responsibilities, and method of member selection.
- Article IX* Selection procedure of advisor and advisor's responsibilities (At least one advisor must be a full-time faculty/staff member of Texas Tech University).
- Article X Accepting rules of order, such as Robert's Rules of Order-Newly Revised
- Article XI Requirements for adopting new amendments
- Article XII Discipline Policy for the organization should follow a clear and due process.

President's Signature _____ Date _____

Advisor's Signature _____ Date _____