

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO  
OFFICE OF STUDENT SERVICES

**STUDENT ORGANIZATION CONSTITUTION/BY-LAWS FORMAT**

A constitution and its by-laws should be simple and should reflect the scope and purpose of the organization. You may refer to the following suggested guidelines. Remember to include the date when your constitution/by-laws document is adopted or revised.

Article One (Name)

State the name of the organization.

Article Two (Purpose)

State the purpose and aims of the group.

Article Three (Officers)

State the requirements of membership (Note: Active members must be enrolled students). Include rights and responsibilities of members and resignation and expulsion procedures.

Article Four (Officers)

Include a list of officers, terms of office and description of responsibilities. Include provisions of vacancies of office, methods of electing officers, election procedures and dates of election.

Article Five (Meetings)

State regular meeting times and describe provisions for calling special meetings. If there is no regular meeting time, describe provisions for calling meetings. State what constitutes a quorum at any meeting.

Article Six (Relationship)

State any present or intended relation the organization may have to any other local, state, or national organization.

Article Seven (Activities)

State proposed activities.

Article Eight (Committees)

State the structure of the executive committee, a description of standing committees and their responsibilities and the method of member selection.

Article Nine (Advisors)

State the selection procedure for an advisor and the advisor's responsibilities.

Article Ten (Parliamentary Authority)

Provide accepting rules of order, such as [Robert's Rules of Order](#).

Article Eleven (Amendments)

State the requirements for adopting amendments.

\*NOTE: See the policies and procedures outlined in Registration of Student Organizations for a more detailed explanation of requirements.

A. Conditions for Registration

1. Student organizations wishing to registrar with Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) must file an application with the Office of Student Services. This application shall contain, but not be limited to, the following information:
  - a. A statement of the organization's purposes
  - b. Any present or intended relation the organization may have to any other local, state, or national organization
  - c. The organization's proposed activities
  - d. A list of the organization's officers
  - e. A copy of the organization's constitution/by-laws
  - f. A copy of the constitution/by-laws of any related organization, if any
  - g. The signature, title, and campus address of a full-time member faculty or staff member who has indicated his or her willingness to serve as the advisor to the organization
2. The purposes and activities of the organization shall be lawful and not in conflict with regulations published by TTUHSC El Paso.
3. Membership in the organization shall be open to students at TTUHSC El Paso without regard to race, religion, sex, handicap, or national origin, except in cases of designated fraternal organizations which are exempted by federal law from Title IX regulations concerning discrimination on the basis of sex. Faculty and staff may hold adjunct memberships in accordance with the organization's constitution.
4. The organization shall not duplicate the purposes and functions of a previously registered organization unless need for such duplication is substantiated.
5. All funds allocated to the organization from TTUHSC El Paso controlled sources must be maintained in a TTUHSC El Paso account.
6. The organization shall show promise of effectively meeting its stated objectives, be free from control by any other organization, and be lawful and peaceful in its activities.
7. The organization shall not use the name of the TTUHSC El Paso, or an abbreviation of the name of said institution, as part of its name, nor advertise or promote events or activities in a manner which suggests that the function is sponsored TTUHSC El Paso.
8. The organization shall agree to adhere to the policies, rules, and regulations of TTUHSC El Paso.
9. Registration of an organization results from compliance with these regulations; it does not imply that TTUHSC El Paso approves of the organization or its activities.

B. Faculty or Staff Advisor

Each registered organization shall have a TTUHSC El Paso full-time faculty or staff advisor to be available to the officers and members for consultation about the organization's affairs. The advisor will attend organization meetings and functions as often as possible, certify the expenditures of the organization by co-signing checks or vouchers, offer suggestions regarding the operation of the organization, and oversee adherence to the TTUHSC El Paso regulations and the organization's constitution and by-laws.

C. Conditions of Maintaining Registration

In order to maintain its registration, a student organization shall comply with the following requirements:

1. The organization shall file a list of its current officers and advisor within one (1) month of the first day of classes of the fall semester each year. The current president of the organization, or his or her designated representative, shall file notification of subsequent changes when such changes occur.
2. The organization shall submit to the Office of Student Services for approval all changes in documents on file in the office relating to the organization, such as revisions in its constitution, changes in its statement of purpose, changes in procedures for handling organization funds, or changes in membership requirements.
3. The organization shall maintain its funds in accordance with Section A of this document and be in good standing with TTUHSC El Paso.
4. The organization shall demonstrate through its activities that it is working to achieve its purpose as stated on the application.
5. The organization shall conduct its affairs in a lawful manner, in accordance with the constitution and by-laws it has on file and in accordance with applicable at TTUHSC El Paso regulations and state statutes.
6. The organization shall be responsible for the observance of all applicable TTUHSC El Paso regulations by off-campus individuals or organizations whose appearance on campus is sponsored by the organization.
7. The registration of an organization may be withdrawn by the Office of Student Services for non-compliance with the rules.

D. Denial of Registration

1. No student organization will be officially registered with TTUHSC El Paso if the Office of Student Services determines that the organization's actions or activities are detrimental to the education purposes of the university.
2. If registration is denied, the designated president and advisor of the applying organization shall be notified of the decision in writing. The applying organization may appeal in writing to the Vice-President for Student Support Services within five (5) working days from the date of the denial letter. The decision of the Vice-President for Student Support Services is final.