

SAMPLE CONSTITUTION FOR REGISTERED STUDENT ORGANIZATIONS

(Honors in Community Health) Constitution

PREAMBLE

For the purposes deemed wise and good, hereinafter set forth, this organization is hereby established submitting itself to be by, and dedicating itself to uphold the following constitution (or substitute the preamble of your national organization).

ARTICLE I – NAME

Section 1 – The name of this organization shall be the Honors in Community Health (HICH)

Note: Your name cannot begin with “University of Houston”, “U of H”, or “UH”.

ARTICLE II – PURPOSE

Section 1 – It shall be the primary purpose(s) of this organization to:

- A. **Cultivate student leadership and collaborative management of service-learning projects in research, education, and advocacy by partnering with local community health organizations.**

Section 2 – Additional purposes shall include but are not limited to:

- A. **Provide students with opportunities to strengthen skills in project management, communication, data analysis, and non-hierarchical leadership.**
- B. **Foster innovative research practices amongst our students and our local partners, and use technology for shared knowledge, advocacy, and education.**
- C. **Hold space for student leaders to mentor entering students to create a culture of service, mutual respect, and collaboration.**
- D. **Make no assumptions about how we might be of use to the communities with whom we hope to partner. Ask first how we might be able to work together to accomplish mutual goals and recognize that locals should be involved in changing local conditions.**
- E. **Respect local knowledge, history, and culture and cultivate a sense of cultural humility in planning service-learning projects within communities.**
- F. **Health cannot be separated from social, political, and environmental factors. It is culturally contingent and socially constructed, just as it is a physiologically embodied experience. For this reason, collaborative efforts must bring about change on multiple sectors and levels.**

ARTICLE III – MEMBERSHIP

Section 1 – Membership shall not discriminate on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation, gender identity, or gender expression.

Section 2 – Regular membership shall consist of those students of the University of Houston who have agreed to uphold this Constitution and to participate fully in the activities of this organization.

- A. Regular members shall have the right to vote
- B. Regular members will have the opportunity to participate in research, advocacy and education service learning opportunities and long-term projects
- C. Minimum requirement for membership includes attending an Orientation session and attending one general meeting.
- D. Regular members will have the opportunity to work on LEAD Education Modules, City of Houston Community Health Projects, and survey assessments.
- E. Regular members will have the opportunity attain Community Health Worker training

Section 3 – Special membership shall consist of those persons who have not fulfilled the requirements of Article III, Section 1 or 2. (Note: Special members might consist of alumni or members of the community).

- A. Special members shall not have the right to vote.
- B. Special members will not be able to participate in service learning long term projects.

ARTICLE IV – OFFICERS

Section 1 – The officers of this organization shall consist of a leadership committee that includes: Marketing and Advocacy subcommittee, Internal Development subcommittee, Education Subcommittee, Research Subcommittee, Outreach Subcommittee

Section 2 – The responsibilities of the Leadership committee

- A. To preside at meetings of this organization;
- B. To serve as the representative of this organization to University Administration, the Student Government Association, and other organizations;
- C. To execute the orders of this organization, subject to the approval of the membership;
- D. To appoint chairpersons and members of all committees, subject to the approval of the membership;
- E. To inform succeeding officers of their responsibilities to this organization, University Administration, the Student Government Association, and other organizations;
- F. To perform other such duties as the membership or Constitution may specify.
- G. To preside at meetings of this organization
- H. To establish, administer, and enforce an attendance policy, subject to the approval of the membership;
- I. To perform other such duties as the membership or Constitution may specify.
- J. To prepare agendas and to record minutes of meetings of this organization;
To handle all correspondence of this organization.
- I. To pick up all mail received at the Center for Student Involvement at least once a week, in addition to any other location at which mail for this organization may be delivered.
- J. To maintain an accurate list of the membership of this organization
- K. To update and maintain all files of this organization on Google Drive

ARTICLE V – ELECTIONS

Section 1 – Potential candidates for being a leadership committee member for this organization must be Regular Members (or Regular Voting Members), thus being students of the University of Houston.

Section 2 -Potential candidates for being a leadership committee member for this organization shall be nominated by the voting membership or shall nominate themselves.

Section 3 – Potential candidates for being a leadership subcommittee member for this organization will be reviewed by the members of the leadership committee.

Section 4 – The members of the leadership committee will select incoming subcommittee members.

Section 7 – Leadership Committee members may be re-elected without limitation.

ARTICLE VI – REMOVAL

Section 1 – Any leadership team member may be removed by a three-fourths vote of the membership.

Section 2 – In case of a tie, the Faculty/Staff Advisor shall cast the deciding vote.

Section 3 – A vacancy of any office shall be filled by Faculty/Staff Advisor appointment, subject to the approval of the membership.

ARTICE VII – MEETINGS

Section 1 – Meetings of this organization shall be no less than once a month during the Fall and Spring semesters, the general day and hour to be set by the voting membership at the first meeting of the Fall semester.

Section 2 – Special meetings shall be called at the discretion of the Leadership Committee Members.

Section 3 – The Leadership Committee and Faculty Advisors have the authority to modify the meeting calendar as benefits majority of the schedules of voting members of this organization.

ARTICLE VIII – RULES OF PROCEDURE

Section 1 – This organization shall use Robert’s Rules of Order, current edition, as its authority on parliamentary procedure.

Section 2 – Quorum

- A. One more than half the voting membership shall constitute a quorum.
- B. No business shall be conducted without the presence of a quorum.

Section 3 – Business shall be decided by majority vote.

Section 4 – All references to voting or approval of the membership of this organization refers to voting membership except where specified.

ARTICLE VIII – AMENDMENTS

Section 1 – One or more voting members of this organization may author an amendment to this Constitution.

Section 2 – The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement, and word order.

Section 3 – The Executive Board shall present the amendment at the next meeting of this organization, a copy of the amendment being given to each voting membership (refers to voting member) of this organization. This shall constitute a first reading.

Section 4 – At the next meeting following the acceptance of an amendment, updated copies of this Constitution shall be given to each voting member.

Non-discrimination clause:

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

Anti-hazing clause:

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

EFFECTIVE DATE: November 2015 (month/year)