

Arab Student Organization
Constitution

PREAMBLE

This organization is hereby established, dedicated to upholding the principles set forth in this constitution.

ARTICLE I – NAME

Section 1 – The name of this organization shall be (spell name as you would have it appear in University publications). Note: Your name cannot begin with "University of Houston," "U of H," or "UH."

ARTICLE II – PURPOSE

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

A. (List specific purposes)

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

A. (List specific purposes)

ARTICLE III – MEMBERSHIP

Section 1 – As a Registered Student Organization at the University of Houston, we adhere to the University's Non-Discrimination Policy. 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 based on sexual orientation, gender identity, or gender expression.

Section 2 – Regular membership shall consist of University of Houston students who agree to uphold this Constitution and participate fully in the organization's activities. A. Regular members shall have the right to vote.

Section 3 – Special membership shall include persons who have not met Article III, Section 1 or 2 requirements. A. Special members shall not have the right to vote.

ARTICLE IV – OFFICERS

Section 1 – The officers of this organization shall comprise a President, Vice President, Secretary, Treasurer, Public Relations Officer, Logistics Officer, and Community Chair, collectively referred to as the Executive Board. Note: A treasurer is necessary only if the organization collects money/dues.

Section 2 – President's Authority and Duties:

- A. Preside over organization meetings.
- B. Represent the organization to University Administration, Student Government Association, and other entities.
- C. Execute organization orders, subject to membership approval.
- D. Appoint committee members and chairs, pending membership approval.
- E. Delegate Presidential responsibilities with membership consent.
- F. Hold signature authority on organization checks.

- G. Inform succeeding officers of their responsibilities.
- H. Perform other duties as specified by membership or Constitution.
- I. Review ongoing decisions for alignment with organization goals.
- J. Hold the power to review, amend, or suspend ongoing decisions that affect the organization's integrity and purpose.

Section 3 – Vice President's Duties:

- A. Assist the President in duties.
- B. Preside over meetings in the President's absence.
- C. Administer an attendance policy, subject to membership approval.
- D. Assume the role of President in absence, vacancy, resignation, or dismissal.
- E. Perform other specified duties.

Section 4 – Secretary's Duties:

- A. Prepare meeting agendas and record minutes.
- B. Handle correspondence not under the President's purview.
- C. Collect mail weekly, maintain membership list, files, and updates.
- D. Assume the role of Vice President in absence, vacancy, resignation, or dismissal.
- E. Perform other specified duties.

Section 5 – Treasurer's Duties:

- A. Maintain accurate financial records.
- B. Receive and disburse organization funds.
- C. Hold signature authority on organization checks.
- D. Hold personal responsibility for organization funds.
- E. Represent the organization when requesting funds.
- F. Assume the role of Secretary in absence, vacancy, resignation, or dismissal.
- G. Perform other specified duties.

Section 6 – Public Relations Officer's Duties:

- A. Promote organization events and activities.
- B. Maintain organization's social media presence.
- C. Handle external communications and media relations.
- D. Assist in maintaining positive relations with other organizations.
- E. Perform other specified duties.

Section 7 – Logistics Officer's Duties:

- A. Coordinate event logistics, including venue, equipment, and supplies.
- B. Ensure smooth execution of organization events.
- C. Collaborate with other officers to plan and execute events.
- D. Manage transportation and accommodation arrangements, if necessary.
- E. Perform other specified duties.

Section 8 – Community Chair's Duties:

- A. Establish and maintain relationships with the local community.
- B. Coordinate community service initiatives and outreach programs.
- C. Facilitate collaborations with local organizations and institutions.
- D. Encourage members' involvement in community activities.

E. Perform other specified duties.

ARTICLE V – ELECTIONS

Section 1 – Candidates for any office of this organization must be University of Houston Regular Members.

Section 2 – Officer candidates shall be nominated by voting members or may nominate themselves.

Section 3 – Officer elections shall occur during the last thirty days of the Spring semester, with a term of office lasting one year.

Section 4 – Officer elections shall be determined by a majority vote.

Section 5 – In the event of a tie, the current President shall cast the deciding vote.

Section 6 – If only one candidate applies for an office, that candidate shall take office by default.

Section 7 – Officers may be re-elected without limitation.

ARTICLE VI – REMOVAL

Section 1 – Any officer may be removed by a three-fourths vote of officers.

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

Section 3 – A vacancy of any office shall be filled by Presidential appointment, subject to membership approval.

ARTICLE VII – MEETINGS

Section 1 – Organization meetings shall be held at least once a month during the Fall and Spring semesters. The general day and hour will be set by the voting membership at the first meeting of the Fall semester.

Section 2 – Special meetings may be called at the discretion of the President upon the request of any five voting members of this organization.

Section 3 – The President shall have the authority to adjust the meeting calendar to accommodate the majority of voting members' schedules.

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 decisions shall be made by majority vote.

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

ARTICLE IX – AMENDMENTS

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

Section 2 – The proposed 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. Each voting membership shall receive a copy of the amendment. This shall constitute the first reading.

Section 4 – Following the acceptance of an amendment, updated copies of this Constitution shall be given

Anti-Hazing Clause

Students and Student Organizations are prohibited from initiating, participating in, or being witness to hazing activity. Hazing is antithetical to the University’s commitment to a positive educational environment. Participation in hazing activities is against the law. Violation of the University’s hazing policy, whether on or off-campus, may subject participants, including students and organizations, to arrest, prosecution and/or disciplinary action, including, but not limited to, suspension or expulsion of students and the revocation of an organization’s registration and/or recognition at the University. Consent to or acquiescence in hazing activity is not a defense. The University strictly prohibits participation in hazing activities by any party, regardless of the existence of consent. Hazing activities do not contribute to the positive development or welfare of students. The University of Houston recognizes the act of hazing as illegal, irresponsible, intolerable and inconsistent with the principles of higher education and basic human development. For more information on the University’s Hazing Policy please visit the Student Life Policies section of the [University of Houston Student Handbook](#).

Non-Discrimination Clause

The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status or sexual orientation except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and all other federal and state regulations.

EFFECTIVE DATE: 8/2023 (month/year)
(Note: the effective date shall be written on the final printout of the constitution, not typed)