

## WRITING A CONSTITUTION

*Your constitution must contain the information indicated and in the same sequence. Additional information may be added where appropriate, but simplicity is recommended.*

### **Name of Organization** **California State University, San Bernardino**

#### **Article I PREAMBLE**

##### **Section 1 Purpose**

- A. Reason for the establishment of the organization
- B. What is to be accomplished (be as specific as possible as to the aims and purposes of the club). Use separate sections for each purpose, making complete sentences.

##### **Section 2 Non-discrimination, Open Membership and Hazing (*This section must be written exactly as follows for all student groups who are applying for a CSUSB charter.*)**

- A. [Name of Organization] shall never discriminate by race, religion, natural origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, and/or disability.
- B. [Name of Organization] membership and leadership must be open to all currently enrolled students at CSUSB, except that a social fraternity or sorority may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500.
- C. Neither the \_\_\_\_\_ nor its members shall conspire to engage in hazing, participate in hazing, or commit any act that injures, degrades, or disgraces or tends to injure, degrade or disgrace any fellow student or person attending the institution.

#### **Article II NAME**

The official name of the organization shall be (the name of the club must be one which will not be confused with another club already existing on campus. It should be appropriate to the purposes of the club and clearly indicate its aims and objectives) and shall be known as \_\_\_\_\_ throughout the rest of this document (if appropriate).

#### **Article III MEMBERSHIP**

##### **Section 1 Categories of Membership**

- A. List the categories defining each in a separate clause (i.e. Active, Associate, Honorary, etc.). Indicate the criteria for each type of membership. *Care must be taken that this section does not contradict Article I, Section 2 above.*

**Section 2      Requirements**  
Discuss how to become a member. State all requirements for membership, i.e. what an eligible person must do in order to belong and remain in that category of membership.

**Section 3      Suspension**  
State the provision for suspension of members. These may be disorderly conduct, gross misdemeanor, failure to fulfill requirements of their membership category, or any other reason important to the organization. (For example, “A member may be suspended or removed for the above stated reasons following a hearing by the membership of the organization.”)

**Article IV      OFFICERS**

**Section 1      List all officers**

**Section 2      Duties**  
The duties of each officer must be described in detail, listed according to the order of Section 1. (If there are special requirement unique to each officer, list here too.)

**Article V      ELECTIONS**

**Section 1      Nominations**  
Specify how nominations of officers are made, whether from the floor, by petition, by committee, or by any other means.

**Section 2      Time of Election**  
Time for election of officers shall be stipulated. It is recommended that Elections are held annually. (Most groups hold elections at the start of the Spring Quarter. You may wish to hold them in Winter Quarter and establish a President-Elect position.)

**Section 3      Procedures**  
Specify how officers are elected, whether by secret ballot, majority vote, plurality vote, etc.

**Section 4      Assumption of Office**  
Specify when a newly elected officer will take office and how long he/she remains.

**Section 5      Vacancies**  
Specify what procedure will be taken to fill a vacant office in case an officer resigns or is unable or unwilling to keep office (i.e., line of succession, presidential appointment immediate election). Be sure to indicate if the procedure varies according to the office.

**Section 6      Impeachment**  
Specify procedure.

**Article VI MEETINGS**

**Section 1 Quorum**

Specify how many members of the club constitute a quorum for the transaction of business. This should be based on the number you feel must be present at a meeting to transact business. In large clubs, the percentage will be smaller than in small clubs. The quorum should be as large as can be depended upon for being present at all meetings.

**Section 2 Schedule**

Specify when meetings are to be held, whether it is once a week, every month, or by arrangement. You may wish to make a provision for special meetings, and specify how they may be called. (Note: a quorum must be present at all special meetings, and only the business for which a special meeting has been called may be transacted at the meeting). Provide for the method of notifying members.

**Article VII FINANCES**

**Section 1 Banking**

Clubs and Student Organizations must use on-campus banking through the CSUSB Accounting Office. Trust Fact Sheets must be updated annually or when a Financially Responsible Officer is changed.

**Section 2 Dues**

Specify how often they are set, how often they are collected, and whether or not there is an initiation fee and/or other special fees.

**Section 3 Dispersal of Funds**

In the event that this organization does not become active during a 2 year period, any funds remaining in the account is to be transferred to (give the name and address or proposed organization). You may wish to cite the Associated Students Club Allocation Budget (CAB) or the Associated Students General fund.

**Article VIII CONSTITUTION AMENDMENTS**

Specify how amendments are made, what kind of vote is needed, and the fact that the amendment is pending University approval. (Procedures to amend the constitution should be difficult. This ensures that the club really wants to change it. Normally, it requires a 2/3 vote of the membership to enact any change after it has been discussed at a minimum of two meetings.)

**Article IX ADVISOR (optional)**

Describe selection procedures, how long the advisor serves, etc.

**Article X Affiliation (optional)**

Specify the organizations with which the club is associated.

**Article XI Committees (optional)**

Specify standing committees, if any; how they are chosen, and duties, using a separate section for each. If the organization has an Executive Council or Executive Committee, that should be listed as the first standing committee.

**By-Laws**

This section includes more detailed provisions as well as those unique to the Organization. Procedures to amend by-laws should be less difficult than amending the Constitution. Normally, a majority vote is required after the change has been discussed at one meeting.