

CONSTITUTIONS FOR REGISTERED STUDENT ORGANIZATIONS

Constitutions lend stability to organizations by providing a common framework within which members agree to work. Constitutions also state an organization's purpose and processes.

Constitutions are required of all UCSC Registered Student Organization and must be in agreement with University policies. The sample below includes the elements required by the University as well as suggestions. (See the *Student Policies & Regulations Handbook* for more information.) Organizations are encouraged to discuss and design their own processes and to make additions.

File a copy of your constitution with Student Organization and Advising Resources (SOAR) as part of your application to register. You will be notified of its approval or any need for revision as required by University policy. File amendments with SOAR within one week of their adoption.

WRITING A CONSTITUTION

In the sample below the sections or statements in ***bold and italic*** are required to be stated in your organization's constitution. Words not in bold are suggestions. For assistance writing your constitution, ask your SOAR adviser for help or for a fill-in-the-blanks constitution.

- ◆ ***NAME - The Name of this organization shall be...*** (Note: the name of the University can only be used as a geographical designation: i.e. the Alphabet Club at UCSC vs. UCSC Alphabet Club.)
- ◆ ***PURPOSE - The purpose of this organization shall be to...*** (State the primary purpose of the organization.)
- ◆ ***STATEMENTS OF RESPONSIBILITY –***
The Authorized Representatives, officers, and members of this organization:
 - ***Accept responsibility for compliance with University policies and campus regulations.***
 - ***Shall abide by the provisions of the anti-hazing statutes in the California Education Code or Penal Code (as amended by SB 1454, effective January 1, 2007)***
 - ***Affirm that the rules, regulations and policies of the University of California and UCSC shall supersede the rules, regulations, policies and/or bylaws of any affiliated international, national, regional or local organization.***
- ◆ ***MEMBERSHIP –*** (State any criteria for membership, i.e., payment of dues, field of study, scholarship, etc.)
 - ***All UCSC students interested in the purpose of this organization are eligible for membership.***
 - ***Membership is open to any student regardless of gender, ethnicity, religion, etc. with the exception of incorporated sororities and fraternities, which may be limited by gender.***
 - ***Membership is limited to currently registered UCSC students. Non-students are welcome to participate in activities, but they may not be members, hold office or vote.***
 - ***Membership may be rescinded by...*** e.g. a 2/3s majority vote of members present at a regular meeting. Reasons for rescinding membership shall be introduced at the previous

regular meeting. The member in question shall be notified at least 24 hours in advance at their UCSC email address and shall be allowed to reply to accusations at the meeting at which the vote is taken.

◆ **OFFICERS/AUTHORIZED REPRESENTATIVES –**

- **Qualifications for Officers/Authorized Representatives**
 1. **Must be currently registered student at UCSC.**
 2. e.g. Must have been an active member for at least one quarter, etc.
- **Duties and Responsibilities** – e.g. Officers/Authorized Representatives shall attend all regular meetings, shall know the history and purpose of the organization, etc.
- (If you have Officers, list their titles and duties:)
 1. e.g. President - facilitates all meetings, represents the organization, and convenes the executive committee at least monthly, etc.
 2. e.g. Secretary - keeps minutes of all regular and executive committee meetings, and notifies members of meetings, etc.
 3. e.g. Treasurer - collects dues, keeps a record of income and expenses, makes regular financial reports, expends funds at the direction of the membership, etc.
- **Election and Removal of Officers/Authorized Representatives**
 1. **Officers/Authorized Representatives shall be elected by ...** e.g. simple majority vote, consensus, or secret ballot vote of the members present at a regularly scheduled meeting...**and shall serve for...** e.g. one calendar year or following academic year, etc.
 2. **Officers/Authorized Representatives may be removed by...** e.g. 2/3s majority vote of members present at a regular meeting of the organization. Reasons for removal shall be introduced at the previous regular meeting. The officer in question will be notified at least 24 hours in advance at their UCSC email address and shall be allowed to reply to accusations at the meeting at which the vote is taken.

◆ **DECISION-MAKING**

- **The organization shall make decisions by...** e.g. consensus, simple majority vote, 2/3s majority vote, etc. (You may also delegate certain decisions to specific subcommittees.)
- **Quorum shall be...** e.g. half of all members, 2/3s of all members, etc.
- **Voting privileges shall be granted to...** e.g. members who have attended two consecutive meetings, etc.

◆ **FINANCIAL RECORDS** – (Describe any regular fundraising activities such as dues, sales, dances and the purpose for which funds are raised. Describe the budget, record keeping, and reporting processes for your organization.)

◆ **AMENDMENTS - Amendments to the Constitution shall be approved by ...**e.g. simple or 2/3s majority vote or consensus of members present at a regularly scheduled meeting or of the total membership. (Note: amendments usually require a high threshold of agreement.)

Name of Authorized Representative (print): _____

Signature: _____

Date: _____