

# Model Constitution and Bylaws

This model is intended to assist you and your organization in writing or revising our governing document. There are many, many ways to structure an organization and you are free to tailor yours to the needs of your group. However, the paragraph headlines in bold print are required by the policy governing university recognition. Otherwise, this model serves as a good starting point for your constitution. For further assistance with a constitution, please see a staff member in the Student Activities Office.

## **Article I - Name**

Include in this section the complete name of the organization and any national or regional affiliations.

## **Article II - Purpose**

Include a clear and concise statement of the purpose and goals of the group.

## **Article III - Membership**

Please Note:

Official Recognition of a student organization requires a minimum of:

- Five (5) CSU students who are currently enrolled in at least one class.
- Up to a maximum of twenty (20) percent of the members of a student organization may be individuals who are not CSU students, e.g., community members, or students at other colleges.
- Only students enrolled at the CSU campus may vote on issues that come before the student organization. (Chancellor's Executive Order 969)
- No campus shall recognize any student organization, which discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, veteran status, citizenship, sexual orientation, or disability.

\_\_\_\_\_ will prohibit illegal discrimination based on age, race, religion, color, national origin, gender, sexual orientation, gender identity and/or gender expression, marital or veteran status, and physical or mental impairment.

Include how membership may be terminated or withdrawn.

## **Article IV - Officers and Committees**

A. Criteria

- Students must be matriculated and enrolled at a CSU campus and maintain a minimum overall 2.0 grade point average per term. The student must be in good standing and must not be on probation of any kind.
- Undergraduate students must earn six (6) semester units per term while holding office.
- Undergraduate students are allowed to earn a maximum of 150 semester units
- Graduate and credential students must earn three (3) semester units per term while holding office.
- Graduate and credential students are allowed to earn a maximum of 50 semester
- Students holding more than this number of units will no longer be eligible for minor student government office. (Chancellor's Executive Order 969)

Also include other qualifications for holding office, such as length of membership, class standing, etc.

#### B. Election and Removal

- Include when and by whom the officers are elected, e.g., "Officers shall be elected by a simple majority vote of the members present at the first meeting of the spring semester." Be sure to specify how many members need to be present to constitute a quorum.
- Additionally, you must specify the procedure for removal of officers, usually a 2/3 majority vote of the total voting membership. Finally, you need to specify how offices are filled if there is a vacancy, e.g., by appointment or special election.

### **Article V -Alcohol**

\_\_\_\_\_ attest that we will adhere to all laws regarding alcohol. There will be no possession, sale, use, or consumption of alcoholic beverages during an organization event, or in any situation sponsored or endorsed by the organization, and will be in compliance with any and all applicable laws of the state, county, city and, if on campus, California State University, Chico.

### **Article VI - Advisor**

Include a method for selecting and removing your faculty/staff advisor. It may be by a vote of the membership, the executive committee, or any other method you choose.

- Each officially recognized student organization must have a university advisor who is either a faculty member or professional member.
- Campuses may permit part-time faculty and professional staff as advisors, in addition to full-time.
- The California Code of Regulations, Title 5, Article 2, Functions of Auxiliary Organizations and Requirement for Written Agreements, Section 42500 does not list

club advisement as an appropriate function for auxiliary organizations. Therefore, advisors should not be selected from such organizations.

### **Article VII - Amendment Process**

Include a method of changing or amending this document. This is usually done by a 2/3rd majority vote. Please include required quorum to vote as well.

### **Article IX - Disbursal of Assets**

(You must make a provision for the disbursal of assets should the club cease to exist. This process must allow for such disbursal by offices or officials outside the organization and designate a benefactor.) For example:

- A. Should the club disband, the executive board shall disburse the assets to \_\_\_\_\_. Should no officers be available, the director of Student Life and Leadership (or an appropriate university official) shall be authorized to make the disbursal.