



Constitution Template & Instructions for Student Clubs

IMPORTANT: Use this template for your constitution and customize it for your club. You must include the required text in your constitution. If you do not, your club charter request may not be approved. **A completed Club Constitution includes all seven articles.**

Article I - Name of club

Section I. The name of the club.

Article II - What is your group's purpose?

Section I. Briefly describe the purpose and objective of your organization.

Section II. What is hoped to be accomplished by the club?

Article III - Membership

Section I. Describe who is eligible for membership.

Section II. Are there any restrictions on students (e.g., GPA, class standing, etc.)?

[REQUIRED MEMBERSHIP LANGUAGE]

Only currently registered students, faculty, and staff may be active members of a registered student organization. Only active members may vote or hold office.

[REQUIRED ANTI-HAZING STATEMENT]

We will not haze according to California State Law; we will not restrict membership based on age, race, religion, color, gender identity, gender expression, sexual orientation, ancestry, citizenship, national origin, disability, marital status, pregnancy, medical condition, and immigration status, military or veteran status, (special disabled veteran, Vietnam-era veteran, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

Article IV - Officers/Elections

Section I. List the officers by title (e.g., President) or define the leadership structure if another system is used (e.g., spokesperson by consensus).

Section II. List eligibility requirements.

Section III. Describe the process and required majority of votes by which your officers will be elected.

Section IV. What time of year will the selection occur?

Section V. Stipulate term of office.

Section VI. How will officers be removed or replaced?

Article V - Meetings

Section I. How often will the group meet?

Section II. Will there be a call for special emergency meetings?

Section III. How will you notify people of emergency meetings?

Section IV. Identify how many members from your club must be present to reach a **quorum**.

Quorum is the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid. It is half the members + 1

Article VI – Constitutional Amendments (changes to your constitution)

Section I. Who can propose an amendment?

Section II. How are they proposed?

Section III. How will you notify active members that an amendment is going to be voted upon?

Section IV. Incorporate into your constitution that an amendment will need a 2/3 majority vote from your active membership in order to pass.

[REQUIRED AMENDMENT CLAUSE]

All amendments, additions, or deletions must be filed with the Student Life Office within one week of adoption.

Because amendments change the structure of the group, all amendments must have a $\frac{2}{3}$ approval from the members at large.

Article VII – Dissolution (ending a club)

Dissolution is the closing down or dismissal of an assembly, partnership, or official body

Section I. How will dissolution be decided?

Section II. What is the required majority of votes to dissolve the group?

Section III. What will you do with the unspent funds?