

INSTRUCTIONS:

- Use this guide when writing and/or updating the constitution of your club/organization.
 - Your constitution must include all the Articles outlined in this guide.
 - Sections that are *italicized* **must be included in the exact wording** in your constitution to be approved.
 - You may include additional articles and/or sections as you deem necessary.
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Title (Official Name of Organization, as described in Article I below)

Preamble

Statement of Purpose

List the reason for forming this organization, as well as organizational goals. Organization goals must be inclusive (see Article II, section 2).

Article I Official Name

Organization Name

State the official name of the organization, including the name of any affiliate organization, e.g. your national, state or local office. This will be the name used for official purposes and advertising. Include abbreviated version or acronym, if any. (The name of the organization must be one which will not be confused with another organization currently recognized by the university; it should be appropriate to the purpose of the organization.)

[Recommended Language: The official name of the organization shall be the (add the official name of your organization), California State University, Northridge (CSUN).]

Article II Membership

Section 1: Student Access

Any person currently enrolled as a student at CSUN and fulfilling the membership requirements of the organization may be a member.

Section 2: Non-Discrimination Statement

In accordance with State law and the regulations of the California State University, no organization shall discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Section 3: Membership Requirements

Define the requirements for membership. Explain and describe active, inactive, alumni, honorary and other membership types that may apply to your organization.

Section 4: Privileges of membership

Specify by classification the privileges of members. Nominating, being a candidate for office, voting, and holding officer privileges shall be restricted to current CSUN students.

Article III Officers and Advisors

Section 1: Official Positions

Each organization shall have a president or similar officer. Provide a list of officers and/or executive board and their duties. Organizations may choose to have an executive board with specific powers and duties appropriated by the constitution. An executive board traditionally includes the president, vice president, secretary, and treasurer, though other positions may be included if desired.

(Article III Officers and Advisors, continued)

Section 2: Officer Qualifications

Explain the qualifications required for holding an office. All officers must be enrolled CSUN students. Pursuant to California State University Executive Order 1006, the president, vice president and treasurer are required to meet the following minimum requirements:

***Minimum Academic Qualifications**—The president, vice president and treasurer must be matriculated and enrolled at California State University, Northridge with a minimum overall 2.0 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.*

***Incumbent Unit Load**—Undergraduate students in the role of president, vice president and treasurer are required to earn six (6) semester units per term while holding office. Graduate and credential students in the role of president and treasurer must earn three (3) semester units per term while holding office.*

***Incumbent Maximum Allowable Units**—Undergraduate students in the role of president, vice president and treasurer are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, whichever is greater. Graduate and credential students in the role of president and treasurer are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units, including students pursuing a double major, will no longer be eligible.*

Section 3: Terms

State the length of term for officers (e.g. one academic year or semester) and the maximum term limit (e.g. can an officer run for office only once? Twice? Etc.)

Section 4: Advisor

Recognized student organizations must have a University Advisor who is either a Faculty or Professional Staff member (full-time or part-time). The University Advisor shall be an Ex Officio member without voting privileges. Do not specify the name of the University Advisor in your constitution.

[Recommended language: Pursuant to Executive Order 1006, a CSUN faculty or staff advisor will be chosen at the first meeting of each new semester (or academic year)].

The University Advisor will be required to sign all campus documents.
Make sure to include the following in this section:

- A. University Advisor Roles & Responsibilities
- B. Method used for selecting your University Advisor

Your organization may also have an “Additional Advisor” serve an additional University Advisor such as an alumni or community member; this is optional. In this section, be sure to describe the roles and responsibilities and method of selection of an Additional Advisor, should your organization choose to have one.

Please remember that a CSUN faculty or staff member is required to serve as the University Advisor. CSUN will not recognize any student organization without a University Advisor.

Article IV Elections

Section 1: Time of Elections

State when your elections will take place and when new officers will take office.

(Article IV Elections, continued)

Section 2: Election procedures

Describe the following:

- A. Method of nomination. [**Recommended language:** Nominations will be accepted (e.g. in writing, self-nomination, from the floor) the meeting prior to the date of elections.]
- B. Method of voting. [**Recommended language:** Votes shall be cast (e.g. by secret ballot, by roll call, or by show of hands).]
- C. Majority specifications. [**Recommended language:** The candidate receiving a majority (50% +1 of the present membership or 50% +1 of the active membership) will be declared the winner.]
- D. Run-off election procedures. In case of a tie or no majority, describe your run-off election procedures.

Section 3: Special election procedures

Explain the procedure for filling vacancies.

[**Recommended language:** Should a vacancy in any office occur, it shall be filled by (e.g. special election, appointment by remaining officers, etc.).]

Section 4: Recall Election

Explain the procedure for a recall election.

[**Recommended language:** A petition of (choose $\frac{2}{3}$ or $\frac{3}{4}$) of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after presentation of the recall petition. Recall will require a favorable vote of (choose $\frac{2}{3}$ or $\frac{3}{4}$) of the total voting membership.]

Article V Meetings

Section 1: Logistics

State how the date and time of the regular meetings will be determined.

[**Recommended language:** The day and time of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term.]

Section 2: Frequency

State how often your club will meet (e.g. weekly, bi-weekly, monthly, etc.).

Section 3: Special Meetings

Explain the procedure for calling a special meeting including who has authority to call the meeting and how the membership will be notified. Be sure to address how many hours/days/weeks prior to the meeting the members will be informed.

Section 4: Quorum

State the minimum number of voting members who must attend a meeting before official decisions can be made.

[**Recommended language:** Quorum for regular and special meetings shall be (choose 30%, 40%, or 50%) of the active membership.]

Section 5: Rules of Procedure

Specify a procedural style that will be referred to as necessary.

[**Recommended language:** The rules of procedure for this organization shall be (e.g. Robert's Rules of Order Newly Revised, Sturgis' Standard Code of Parliamentary Procedure, etc.).]

Article VI Finances

Section 1: Account

This organization, pursuant to its charter obligation, shall maintain an agency account with the Associated Students, Inc. for the official conducting of university business.

Section 2: Usage

Any monies of this organization that are deposited in and disbursed from this account must follow the procedures outlined by the Associated Students, Inc.

Section 3: Dispersal of Funds

Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accordance with the procedures of the Associated Students, Inc.

Section 4: Fiscal Year

Establish the beginning and end of your fiscal year.

[Recommended language: The fiscal year of this organization shall be July 1-June 30 (This is the fiscal year for the State of California and the Associated Students, Inc.).]

Section 5: Dues

State the procedure for establishing dues. Address national membership dues if applicable. **[Recommended language:** Dues will be established by consensus of the general body at the first meeting of the academic year.]

Article VII Committees

Section 1: Standing Committees

State the names, powers and duties of standing committees (e.g. membership committees, finance committees, social committees etc.).

Section 2: Selection of Standing Committees

State the method of establishing the committees. **[Recommended language:** Standing committees shall be (e.g. appointed by the president, voted on by the membership, etc.) and assigned duties as necessary.]

Article VIII Amendments

Section 1: Submission of Amendments

Explain how amendments to the constitution shall be proposed.

[Recommended language: Proposed constitutional amendments shall be presented to the organization in writing (e.g. one meeting, two meetings) before it may be voted on.]

Section 2: Approval of Amendments

State the requirements to pass an amendment.

[Recommended language: Approval by (choose $\frac{2}{3}$ or $\frac{3}{4}$) of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.]

Section 3: Notification of Amendment

Pursuant to Executive Order 1006, any substantive change or amendment must be submitted to the Matador Involvement Center within 90 days.

Article IX Ratification

Section 1: Procedure for Ratification

Upon ratification by a (choose $\frac{2}{3}$ or $\frac{3}{4}$) vote of the membership, and approval from the Matador Involvement Center and the Associated Students, Inc., this constitution shall become the official governing document of the organization.

Revised 7/2/2009