California State University, Northridge Greek Clubs and Organizations Constitution Guide

Constitution Requirements and Guidelines Updated to Reflect CSU Sample Constitution Guide

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, below, 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.*

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.

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 Authority

Section I: Authority

This organization is a recognized student organization at California State University, Northridge and adheres to all campus policies as set forth in the Clubs and Organizations Manual.

Article III 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. ***Membership in the organization shall be open to all those regularly-enrolled at California State University, Northridge students who are interested in membership.***

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: Eligibility

Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability.

Section 4: 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 5: Non-Student [Optional]

This organization shall have associated members who are non-[name of campus] students. Associated members shall have all membership privileges except for the right to vote or hold office. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (e.g., faculty, staff, community members, students at other colleges, etc.).

Section 6: 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.

Section 7: Hazing

This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Section 8: Code of Conduct

This organization shall comply with Title 5, Section 41301, Standards for Student Conduct and this organization shall comply with the California State University, Northridge Code of Ethics for University Recognized Student Clubs and Organizations.

Article IV 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.

Section 2: Powers and Duties of Officers [Optional]

a) The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. [Optional: The President shall be an ex officio member of all committees.] The President shall have such further powers and duties as may be prescribed by the organization.

b) The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.

c) The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain A.S. Agency Account in the organization's name, requiring signatures of the Treasurer and/or President and University Advisor for authorized disbursements.

d) The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.

e) [List duties of any additional elected or appointed officers.]

Section 3: Officer Qualifications

Explain the qualifications required for holding an office. All officers must be enrolled CSUN students.

Pursuant to Coded Memorandum AA-2012-05: Minimum Qualifications For Student Office Holders, 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 4: 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 5: Advisor

Section 1: University 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.

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.

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

[Recommended language: Pursuant to Executive Order 1068, a CSUN faculty or staff advisor will be chosen at the first meeting of each new semester (or academic year)].

a) University Advisor Roles & Responsibilities:
b) University Advisor Method of Selection:

Section 2: Additional Advisor [Optional]

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.

Article V Discipline of Members

Section 1:

All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders

1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

Section 2:

Action can be taken against a recognized student club or organization that violates the California State University, Northridge Code of Ethics for University Recognized Student Clubs and Organizations. Complaints against organizations should be filed in writing with the Matador Involvement Center (MIC). All complaints will be investigated and responded to. Procedures describing the processes used to consider such complaints are available in the MIC. Organizations found in violation of this Code can receive a range of sanctions including warnings, probationary status, suspension of university recognition, or withdrawal of university recognition.

Article VI Elections

Section 1: Time of Elections

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

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 ⅔ or ¾) 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 ⅔ or ¾) of the total voting membership.]

Section 5: Vacancy

If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

Article VII 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: Voting Requirement

In order to vote a member must be in good standing. [State what constitutes "good standing." This may include payment of dues or meeting attendance requirement. If there is an attendance requirement, specify the number of excused and/or unexcused absences that results in loss of voting privileges, and define what constitutes an excused absence, if applicable.]

Section 6: 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 VIII Standing and Ad Hoc Committees

Section 1: Standing Committees

The organization shall have the following standing committees: [List all standing committees, such as Membership, Fund Raising, Program, Social, Bylaws, Nominations, Finance, Public Relations, etc.]

Section 2: Duties

The duties of each of Standing Committees are as follows: [List the duties for each of the committees listed above.]

Section 3: Establishment

[Recommended Language: The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 4: Appointment

[Recommended Language: The President shall appoint the chairpersons and members of all committees [Optional: subject to ratification of the membership].

Article IX: 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

All 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.]

Section 6: Assessment [Optional]

[Recommended Language: This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting.]

Section 7: [Optional]

[Recommended Language: The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding [$XXX].

Article X 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 ⅔ or ¾) 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 1068 any substantive change or amendment must be submitted to the Matador Involvement Center within 90 days.

Article XI Ratification

Section 1: Procedure for Ratification

Upon ratification by a (choose ⅔ or ¾) *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.*

This constitution was adopted on [date] and most recently revised on [date].

[Electronic Signature(s)]