

University of San Diego
Model Constitution for Student Organization

Article I

Name of Organization

The name of this organization shall be _____.

Article II

Purpose of Organization

The purpose of this organization is to _____.

In its orientation and activities, this organization shall be *primarily*: (Please check one.)

_____ Academic _____ Greek _____ Multicultural
_____ Religious-Affiliated _____ Special Interest

Article III

Membership

Membership in this organization shall be open to _____ (*undergraduate students?, graduate students?, alumni?*).

Article IV

Organization

Section 1 – The Executive Board

A. The Executive Board shall be composed of (*list officer titles, such as President, Vice-President, etc. – NOT names of people*):

1. President
2. Vice President
3. Secretary
4. Director of Finance
5. Director of Marketing and Public Relations
6. Director of Recruitment
7. ICC Representative
8. Faculty/Staff Advisor

B. No person shall hold more than one position on the Executive Board.

C. Each member of the Executive Board shall have one vote.

Section 2 – Duties of the Executive Board officers

A. President: Oversee the business and operations of the ____ club. Chair Executive Board meetings. Supervise members of Executive Board.

B. Vice President: Assist President in their duties. Assumes responsibilities of President in their absence.

- C. Secretary: ...
- D. Director of Finance: ...
- E. Director of Marketing and Public Relations...
- F. Director of Recruitment
- G. ICC Representative
- H. Faculty/Staff Advisor

Section 3 – The Power of the Executive Board

The Executive Board shall have the power to:

- A. Enact all ordinances binding upon all members of the club.
- B. Fix penalties for the violation of these same ordinances and execute the penalty.
- C. Ratify by majority vote of its members, excluding the President (or whatever is titled the Chairman of the Executive Board), appointments and dismissals of the President.
- D. Fill the appointment any vacancy of the Executive Board's elected members until such time as the President shall call a special election to fill such vacancy.
- E. Call for a meeting of the Executive Board or of the club at the request of the member of the Executive Board.
- F. Delegate committee members.

Section 4 – Limitations of the Powers of the Executive Board

The Executive Board is *not* empowered to:

- A. Enact any post-facto ordinance.
- B. Executive any penalty not authorized by lawfully enacted ordinances.

Section 5 – Powers of the Members of the Club

The members of the club, being lawfully convened, including being in extraordinary session, shall have the power to:

- A. Amend this Constitution or its By-Laws.
- B. Dismiss from office by a vote of its entire voting membership any officer of the Executive Board of the club.
- C. Call a general meeting of the club upon presentation of a petition demanding such a meeting, signed by two-thirds of the membership. The requirement of being lawfully convened shall be waived in such an instance.

Section 6 – The Faculty Advisors (required for all clubs, with the exception of NIC and NPC fraternities and sororities, who are required to have an alumni advisor):

- A. Shall be appointed by The Officers and this appointment shall be subject to the approval of the Executive Board.
- B. Shall be appointed for a term of one academic year.

Article V

Candidates for Office

All candidates for elective office of the Executive Board of the club and all voters must be members of the club and must have qualified themselves for full participation in the activities of the club.

Article VI

Passage of Legislation

Section 1 – Quorum and Voting

A quorum shall consist of 4 (number, percentage, majority, etc.) members of the Executive Board.

- A. A majority vote of a quorum shall be necessary for the passage of legislation, with the exception of special legislation, which shall be voted upon by the members of the club who shall be present at a general meeting of the club called by the Executive Board.
- B. A simple majority vote of those members of the club present at a general meeting of the club shall be required for the passage of special legislation.

Section 2 – Special Legislation

Special legislation shall consist of all acts pertaining to the exacting of dues and other acts such as the Executive Board shall deem necessary to out before a vote of the members of the club.

Article VII

Amending the Constitution

This Constitution or its By-Laws may be amended in the following way:

- A. Any member of the club who is entitled to full participation in its activities may, at a general meeting of the club, submit to the club a proposed amendment or:
- B. Any member of the Executive Board may, at a meeting of the executive Board, submit to the Executive Board a proposed amendment.
- C. Any member of the Executive Board must approve the proposed amendment by a two-thirds vote of its members.
- D. The Club Secretary (or equivalent) must then prepare copied of the portion of the Constitution or Bylaws to the amended and the proposed amendment, to be submitted to the members of the club at the next general meeting of the club after the amendment has been approved by the Executive Board.
- E. The proposed amendment must be before the club for a period of thirty (30) days.
- F. A 2/3 majority of the votes cast shall be necessary for the adoption of an amendment to this Constitution.