

Instructions Page



UNIVERSITY OF
SAN FRANCISCO

School of Law

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Dear Student Organization Leaders,

Creating a constitution for your organization may at first seem overwhelming, but when done well, it will be the greatest resource to ensure the future success of your organization. The constitution template has been updated to remain in accordance with University guidelines.

This template will serve as a guide for all student organization constitutions at USF. Please review these instructions below:

- **Areas highlighted in yellow are new changes for the 2026-27 academic year. Please un-highlight these sections before submission.**
- **All bolded pieces of the Constitution must be included in each organization's constitution verbatim and with no edits;**
- *All italicized sections should be included in your constitution, but the details and wording should be edited by your organization to ensure these sections support your organization's functions and goals.*

The Law Student Organization constitution template is on the tab to the left.

Documents that do not align with the template will not be accepted.

If you have any questions regarding these templates, need support with formatting, or face any challenges with developing a constitution, the Office of Student Affairs Team staff can assist! Please don't hesitate to contact us with any questions.

Sincerely,

Office of Student Affairs

lawstudentaffairs@usfca.edu

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Constitution Template



**Constitution for [Name of Law Student Organization]
USF School of Law**

Article I. Name

Insert the name of the organization

Article II. Purpose and/or Mission Statement

What is the purpose and aim of the group?

Article III. Membership

Section 1. Membership in [Law Student Organization] will be limited to USF School of Law students, faculty, and alumni.

Section 2. **Membership in the [Law Student Organization] will not be denied to anyone on the basis of ability, age, color, creed, culture, race, ethnicity, family model, gender identity, gender expression, health status, nationality, political view, religious, spiritual, and philosophical belief, sexual orientation, socioeconomic status, educational background, or veteran status.**

Section 3. **No member of this organization shall engage in hazing, including but not limited to physical abuse, causing excessive mental stress, verbal abuse, or subservience (see [Fogcutter Student Handbook](#) for the University's hazing policy statement and student conduct code). Furthermore, students may not commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution.**

Section 4. Active membership in [Law Student Organization] is determined by [provisions regarding what designates an active member].

Article IV. Officers

Section 1. The officers of [Law Student Organization] shall consist of [list all officer titles], which shall serve as the Executive Board.

Section 2. **All officers of this organization must be matriculated, currently enrolled students at the University of San Francisco School of Law. All officers must have full-time enrollment status and must be in good academic and disciplinary**

standing with the University of San Francisco during their term of office.

[Specify any other standards or requirements for officers. Note: You may specify higher standards, but not lower]

Section 3. The President, Vice President, Marketing, and Treasurer officers (or their equivalents) are required to complete and abide by all policies and procedures in the Law Student Organization Canvas course, as well as the Fogcutter Student Organization Regulations, to be considered a recognized organization. All officers are also required to complete any other requirements established by the Office of Student Affairs.

Section 4. The term of office shall be one year from the time of election, considering transitions from former board to new, through the following election period.

Section 5. **Elections**

A. All officers shall be elected in the spring [timing of election, eligibility for voting].

B. All officers shall be elected by majority vote [how votes will be taken, how votes will be counted, who will count the votes, who will release the results].

Section 6. **Removal Procedures**

For example:

Any officer who fails to fulfill the responsibilities, duties, and/or minimum qualifications of the position may be reviewed for removal from office. A written request by at least three voting members of the organization shall be submitted to the President or the Office of Student Affairs if the removal is regarding the President. A written notification shall be sent to the officer in question asking that officer be present at the next executive/board meeting and prepared to respond to the removal request. A two-thirds majority vote of members present is necessary to remove the officer.

Section 7. **Officer Vacancies**

For example:

Vacancies will be published and applications accepted for two weeks, at which time candidates will be brought forward to the general membership for appointment by majority vote.

Section 8. Officer Duties [provide the term of each office]

- A. The President shall [preside at all meetings, appoint all committee chairpersons, create new committees, and act as a spokesperson for the organization.]
- B. The Vice President shall [preside at all meetings in the President's absence, and upon the resignation of the President, shall become the President for the duration of the term. The Vice President will support the president in all special projects.]
- C. The Secretary shall [keep a record of all business and correspondence, including but not limited to: recording minutes, keeping up to date records of membership, and information members of all meetings and events.]
- D. The Treasurer shall [handle all financial transactions including but not restricted to the collection of dues, applications for funding through the Student bar Association, keep diligent records of all financial transactions.]

Article V. Faculty/Alumni Advisor

A Faculty/Alumni Advisor to [Law Student Organization] may be nominated by the Executive Board and approved by a majority vote of active members. The Advisor shall serve as a liaison with the School of Law, and agree to the terms outlined in the [Guidelines](#) for [Law Student Organization]'s Advisor.

Article VI. Meetings

Section 1. State expectations for board meetings, general meetings, or special meetings.

For example:

General meetings will be scheduled at least once per semester, and all officers, members, and any students who are not members may attend.

Board meetings will be scheduled at least once per month during the academic semester, with at least one week of advance notice given to the Officers or members. All Officers must attend.

Special meetings may be called by the President with at least one week's advance notice given to the Officers or members.

Section 2. Specify your quorum. A quorum is the minimum number of members who must be present at a meeting in order for business to be conducted. State a number that is large enough to ensure that the meeting will be representative of your whole organization, but not so large that establishing a quorum is difficult. The quorum may be stated as a percentage of total membership (usually a majority) or as an absolute number of members.

Section 3. *Establish a parliamentary authority for your organization. A parliamentary authority is a manual that contains the rules and processes for conducting business in an assembly. If your organization does not wish to establish a parliamentary authority, make a statement to that effect.*
For example:
The parliamentary authority of this organization shall be Robert's Rules of Order, Revised.

ARTICLE VI: Committees

Section 1. *State who has the authority to name committees and committee chairpersons. List regular or standing committees for your organization, if any (i.e. committee size and duties).*

ARTICLE VII: Events/Activities

Section 1. **Sponsored or co-sponsored activities are consistent with the acceptable conduct at the University of San Francisco and aligned with its institutional values, and activities do not foster hatred or intolerance of others because of their ability, age, color, creed, culture, race, ethnicity, family model, gender identity, gender expression, sex, health status, nationality, political view, religious, spiritual and philosophical belief, sexual orientation, socioeconomic status, educational background, or veteran status.**

Section 2. *State the type of activities or events that your organization will be involved in, and how these events support your organization's purpose. List general times of year (i.e., fall semester, May, etc.) for your key events.*

Section 3. *Specifically explain what community service/action event your group will participate in.*

ARTICLE VIII: Amendments

Section 1. *State who can originate an amendment to this constitution. An individual? A committee? A percentage of the membership? The executive board?*

Section 2. *State the manner of presenting the amendment to the group. Usually, the amendment must be read in at least one meeting preceding the vote or posted for one week for all to read.*

Section 3. *Describe the number of votes needed to adopt the amendment. This is usually two-thirds of the total membership of the organization.*

Section 4. *State the time when the amendment becomes effective. Generally, the amendment becomes effective immediately upon the vote of the membership, unless otherwise stated.*

Include any additional articles or clauses here. If you do not wish to include any additional information, leave this section blank.

Adopted on _____. *Only update the date if changes were made.*