

[INSERT YOUR ORG NAME HERE] Constitution

University of San Francisco • Student Leadership and Engagement

*This template will serve as a guide for all student organization constitutions at USF. All **bolded** pieces of this constitution guide must be included in each organization's constitution verbatim. Each constitution shall include all XIII articles as stated below. Student Leadership and Engagement (SLE) staff will assist with any questions or challenges the organization may face as when developing this very important document. All italicized text shall be deleted before final submission.*

ARTICLE I: Name

Section 1. The name of this organization shall be [INSERT YOUR ORG NAME HERE].

[Note: the name of the organization cannot use the University name or abbreviations in any way]

ARTICLE II: Purpose

Section 1. List the purpose(s) of your organization and any corresponding values. Be sure this information is clear and specific. This could be considered the most important article in this document. **This purpose does not contradict the University's mission or its Catholic, Jesuit character.**

ARTICLE III: Affiliation

Section 1. If your organization is affiliated with a local, state, or national organization, then include a statement stating the nature of the affiliation. A copy of the constitution belonging to the affiliated organization must be included with your paperwork. If no affiliation exists, a statement reflecting that fact must be included.

For example:

This organization has no direct affiliation with any local, state, or national organization.

ARTICLE IV: Membership

Section 1. All members of the organization must be matriculated, currently enrolled students at the University of San Francisco. Voting membership is restricted to matriculated, currently enrolled students at the University of San Francisco.

Section 2. Membership in the 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. *List the additional qualifications for membership in the organization (i.e. class level, major, special interest).*

ARTICLE V: Officers

Section 1. All officers of this organization must be matriculated, currently enrolled students at the University of San Francisco. 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. The President, Vice President, Marketing, and Finance positions (or their equivalents) must be graduate students. *Specify any other standards or requirements for officers.*

[Note: You may specify higher standards, but not lower]

Section 2. The President, Vice President, Marketing, and Treasurer officers (or their equivalents) are required to complete the Operations, Marketing, and Finance modules in Student Leadership and Engagement's Graduate Student Organization Canvas course to be considered a recognized organization. All officers are also required to complete any other requirements established by Student Leadership and Engagement.

Section 3. The term of office shall be from the time of election in mid-spring, considering transitions from former board to new, through the following spring semester. These terms reflect the process for organization registration outlined by SLE, including holding elections no later than April 1 each year. Exceptions must be approved by SLE in advance of registration.

Section 4. *List the titles of the officers of the organization.*

For example:

The officers of this organization will be a President, a Vice President, Vice President of Marketing, and a Treasurer.

ARTICLE VI: Duties of Officers

In separate sections, describe the duties of each officer. This is a very important article and should be written with great care.

Section 1. *The President shall preside at all meetings, name all special committees, appoint all committee chairs, and ..., etc.*

Section 2. *The Vice President shall assume the duties of the President in their absence. The Vice-President shall also..., etc.*

Section 3. *The Vice President of Marketing shall be in charge of all social media accounts..., etc.*

Section 4. *Etc.*

ARTICLE VII: Nominations, Elections, and Vacancies

Section 1. *Describe how students are nominated for office. If a nominating committee is used, describe when it will meet and when it must report to the full membership. If nominations are made from the floor, specify when this is to take place in relation to the elections and who can nominate individuals for office.*

Section 2. **Elections will take place in mid-spring no later than April 1, which reflects the process for organization recognition outlined by SLE. Exceptions must be approved by SLE in advance of renewing recognition.**

Section 3. *State whether officers will be elected by plurality or majority vote. A plurality vote means that one candidate must get more votes than anyone else. A majority vote means that a candidate must receive one more than half (50% + 1) of all votes cast.*

Section 4. *Describe the process of officer resignations.*

For example:

Officers no longer able to serve shall submit a letter to the President notifying their resignation at least two (2) weeks in advance. Prior to the resigning officer's final day, they shall provide all documents relating to their position and current projects.

Section 5. *Define the process by which officers are removed from office.*

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 Student Leadership and Engagement if the removal is regarding the President. A written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request. A two thirds majority vote of

members present is necessary to remove the officer.

Section 6. *Describe how the organization will fill the vacancies that occur in any of the offices.*

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.

ARTICLE VIII: Advisors

Section 1. *The organization must have a University advisor. This person must hold at least a bachelor's degree and be employed as a full-time faculty or staff member by the University of San Francisco.*

Section 2. *The advisor shall be a non-voting member of the organization.*

Section 3. *The duties of the advisor shall be to:*

List the duties and responsibilities of the advisor here.

For example:

- a. Assist the organization in fulfilling their mission and purpose*
- b. Be knowledgeable of the organization's constitution and bylaws and assist the organization's members in interpreting them*
- c. Be knowledgeable of University policies and procedures regarding student organizations and ensure organization compliance to the best of their ability*
- d. Be aware of the organization's activities*
- e. Be aware of the organization's financial standing and all financial transactions using the organization's funds*
- f. Attend organization meetings*
- g. Attend executive board meetings*

ARTICLE IX: Meetings

Section 1. *State the frequency of regular meetings. If your organization has different types of meetings (i.e. business meetings and executive board meetings), be sure they are each accounted for in this article.*

[Note: Avoid specific buildings, room numbers, or times as they may change or vary]

Section 2. *State who has the authority to call special meetings. The President? A proportion of the membership? Generally, only the President has the authority to call a special meeting and must provide at least 24-hour notice.)*

Section 3. *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 4. *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 X: 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 XI: Events/Activities

Section 1. **Sponsored or co-sponsored activities are not inconsistent with the acceptable conduct at an American university committed to the Roman Catholic moral tradition, and activities do not foster hatred or intolerance of others because of their race, color, religious creed, ancestry, national origin, age, sex, gender identity, sexual orientation, marital status, medical condition, or ability.**

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 XII: Dues/Fees

Section 1. *Make a statement about the dues or other fees that are collected by your organization. If there are none, make a statement to that effect.*

ARTICLE XIII: 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 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 date if changes were made.*