Constitution:
When completing the Student Organization Registration Packet, all student organizations must include a copy of the constitution. The best constitutions are those that are clear, concise, easily implemented, and include guidelines for all of the group’s essential components. See the following page for sample constitution.

A constitution must contain items listed in 1-5 below:

1. NAME OF THE ORGANIZATION: A registered student organization shall not use the name of the University of California or abbreviations thereof as part of its name except in accordance with the campus regulations. The geographical designation “at UC San Diego” may be used by any student organization as part of its name without obtaining special approval.

2. STATEMENT OF PURPOSE: This section must include language confirming that the organization is not-for-profit.

*Helpful Tips:* What is the purpose of the organization? Will the organization seek to promote a specific topic or issue?

3. REQUIREMENTS FOR MEMBERSHIP: include dues/fees, if applicable.

4. FREQUENCY OF THE ORGANIZATION MEETINGS

5. QUALIFICATIONS FOR HOLDING OFFICE & METHODS OF SELECTING & REPLACING OFFICERS

*Helpful Tips:* How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Description of any standing committees might be included here. How are officers elected? When are they elected (month), and for what period? Who is eligible for office? When do officers assume their positions? How may officers be replaced or removed?

6. ADDITIONAL CONSTITUTION COMPONENTS:
   a. Financial Matters - How will the organization finance its activities? Will the organization submit a budget to Warren College Student Council?
   b. Affiliation with other organizations - local, state, national, international?
   c. Faculty, Staff, or Community Advisor - How is the advisor selected? What are the duties of an advisor? How long will they serve as an advisor?

*Note:* All student organization registration information has been adapted from the Student Organizations Handbook of the Center for Student Involvement.
NAME: The name of this organization shall be “Name of Organization” and will be referred to as “Name of Organization.”

PURPOSE: “Name of Organization” is established for the express purpose of developing leadership skills as well as an awareness of social responsibilities in order to encourage students to participate in public affairs. “Name of Organization” is a not-for-profit student organization.

REQUIREMENTS FOR MEMBERSHIP: Registered UC San Diego students, faculty, and staff interested in “Name of Organization” may join the organization. In addition, the following requirements are necessary to constitute active membership:

1. Payment in full of financial obligations as determined by organization (if applicable)
2. Attendance of at least 75% of all meetings during a given quarter.
3. Active participation in all activities sponsored by “Name of Organization” unless the activity interferes with either scholastic or financial constraints

FREQUENCY OF MEETINGS: All meetings will occur on a weekly basis or other regular basis at a time selected by “Name of Organization” and will follow the procedure and agenda set forth by the President, elected officers and/or committee members.

QUALIFICATIONS FOR HOLDING OFFICE/REPLACING OFFICERS: Only registered UC San Diego students in good standing shall hold office and vote in elections for the organization’s officers. The organization will have four officers. Qualifications for officers are as follow:

1. An elected President (or other designated officer) will preside at all meetings of “Name of Organization.” The President will maintain the power to appoint all committee chairpersons, shall present all motions to the body present and shall be present at 90% of the meetings of “Name of Organization.”
2. “Name of Organization” shall also elect a Vice President. The Vice President’s duties shall be to preside at all meetings and functions that the President cannot attend.
3. Club members shall also elect a Secretary who will take notes during the weekly meetings, and contact members regarding the time and place for the next movie and discussion.
4. The election of a Treasurer will serve to handle all dues and accounts of “Name of Organization”

ELECTION PROCESS:
• All officers shall be elected by a majority vote of eligible voting members of “Name of Organization.”
• Those members meeting all requirements of active membership will be eligible to vote.
• All elections will be held on an annual basis during the month of April.
• The President will take nominations from the floor, the nomination process must be closed and the movement seconded. The nominated parties will be allowed to vote.
• All voting shall be done by secret ballot to be collected and tabulated by the Secretary and one voting member of “Name of Organization,” appointed by the outgoing President.

RECALL OF OFFICERS:
• Any officer of “Name of Organization” in violation of the Organization’s purpose or constitution may be removed from office by the following process:
• A written request by at least three members of the Organization.
• Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
• A two-thirds (2/3) majority vote is necessary to remove the officer.

Note: All student organization registration information has been adapted from the Student Organizations Handbook of the Center for Student Involvement.