

# The Constitution of the “Name of Organization”

Earl Warren College

University of California San Diego

Approved: “Date”

**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 undergraduate students 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 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. President: An elected President 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. Vice President: An elected Vice President will preside at all meetings and functions that the President cannot attend. The Vice President shall be present at 90% of the meetings of “Name of Organization.”
3. Secretary: An elected Secretary will take notes during the weekly meetings, and contact members regarding the time and location for upcoming meetings, events, and discussions.
4. Treasurer: An elected Treasurer will handle all dues and accounts of “Name of Organization”

## ELECTION PROCESS:

1. All officers shall be elected by a majority vote of eligible voting members of “Name of Organization.”
2. Those members meeting all requirements of active membership will be eligible to vote.
3. All elections will be held on an annual basis during the month of April.

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

4. 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.
5. 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:

1. A written request by at least three members of the Organization.
2. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
3. A two-thirds (2/3) majority vote is necessary to remove the officer.

**ADVISOR:**

The advisor of “**Name of Organization**” shall be the **name/position/title of advisor**. The advisor will be considered an ex officio member of WCSC, entitled to all the rights and privileges of membership except that of voting.

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