

**SAMPLE CONSTITUTION
CALIFORNIA STATE UNIVERSITY, FULLERTON**

ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

Section 1. The name of this organization shall be "The Sample Organization at California State University, Fullerton."

Section 2. The purpose of this organization is to provide opportunities for association and interaction with the faculty and administration at CSU Fullerton.

ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS

Section 1. Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, martial status, citizenship, sexual orientation or disability. (There are limited exceptions, please contact the Dean of Student's Office for further information.)

Section 2. There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students. (There are limited exceptions, please contact the Dean of Student's Office for further information.)

Section 3. There shall be three types of membership in the organization: voting, associate and honorary.

Section 4. Voting membership is limited to regularly enrolled (non-extended education) students, faculty and staff at California State University, Fullerton.

Section 5. Any eligible CSU Fullerton student, faculty or staff member who completes and signs a membership application shall be a voting member upon filing an application with the club secretary. Any eligible non-CSU Fullerton student who completes a membership form shall be an associate member upon submitting a membership form with the club secretary. Any person giving outstanding service to the organization may be voted in for honorary membership.

Section 6. Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the organization or for conduct that impairs the rights of the members to enjoy the benefits of the organization. The offense must be in writing and submitted by a club member. **After the offense is submitted to the organization, the offending member has the right to a 24 hour notice of a hearing before his/her peers** at a regular meeting and the offending member may be suspended or expelled by a 2/3 affirmative vote of the voting members present.

ARTICLE III. OFFICERS

Section 1. The elected officers of the organization shall be the **President**, Vice President, **Treasurer**, Secretary and other officers as necessary. **The term of office will be one year beginning July 1st.**

Section 2. Powers and Duties of Officers:

Clause 1. The President shall preside at all meetings of the organization. S/he shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. S/he has further powers and duties as prescribed by the organization.

Clause 2. The Vice President presides at the organization meetings in the absence of the President. S/he performs all duties assigned by the Chair. S/he notifies all members of organization meetings.

Clause 3. **The Treasurer handles all financial affairs and budgeting of the organization. S/he maintains AS Agency Accounts in the organization's name, which requires signatures of the Treasurer, President and Advisor.** All disbursements for more than \$50 require a majority vote approval of the organization.

Clause 4. The Secretary takes minutes at all meetings of the organization, files minutes and submits required copies to all organization members. He/She is responsible for all organization correspondence and keeps copies of all correspondence on file. He/She acts as historian and maintains all records of the organization.

Section 3. Officer qualifications (President and Treasurer only):

Clause 1. **The President and Treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers by the CSU Chancellor's Office.**

- a. **Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.**
- b. **Officers must maintain a minimum cumulative 2.0 grade point average each term.**
- c. **Officers must be in good standing and must not be on probation of any kind.**
- d. **Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.**
- e. **Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.**

Section 4. **Petition by 1/3 of the total number of members is cause for a recall election.** The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election". **Recall requires an affirmative vote of 2/3 of the total voting membership.**

Section 5. **In the event an elected officer is unable to fulfill his/her term of office, there will be a "Special Election."** Any eligible member, including those already holding office, can be nominated for a vacated officer position.

ARTICLE IV. MEETINGS

Section 1. **Regular meeting are scheduled at least bi-monthly during the academic year.**

Section 2. **Special meetings are called by any elected officer or by 5% of the voting members of the organization. All members must be given a minimum of 48 hours (2 working days) prior to the Special Meeting time.**

Section 3. **Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the voting membership.**

ARTICLE V. ELECTIONS

- Section 1. **Officers are elected** once an academic year. **Elections are held** at the end of each academic year for the following year's term.
- Section 2. **At least one week's notice will be provided for any meeting at which an election is held.**
- Section 3. **Votes will be cast** by secret ballot **and counted** by an unbiased committee.
- Section 4. **A candidate must receive** at least 51% of the votes or if necessary run off elections will be held.

ARTICLE VI. ADVISORS

- Section 1. **Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as advisor to this organization.** (Please see the Dean of Students Office for more information on Auxiliary Employee Advisors.)
- Section 2. The advisor(s) will serve a term of one academic year and is selected at the same time as the officers of the organization.
- Section 3. The advisor(s) may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting.
- Section 4. **A staff member from the Dean of Students Office or a School Based Assistant Dean may be assigned to work with this organization to assist the faculty advisor and the organization.**

ARTICLE VII. DUES

- Section 1. This organization can assess membership fees. Assessments are determined each semester or each academic year by a quorum of the membership at its regularly scheduled organization meeting.
- Section 2. **All money must be deposited into an Associated Students, Incorporated Accounting Office agency account.** (*The University does not recognize off-campus bank accounts for student organizations at CSU Fullerton.*)

ARTICLE VIII. METHOD TO AMEND THE CONSTITUTION

- Section 1. **Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.**
- Section 2. Approval by 2/3 of the voting members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.
- Section 3. **A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Dean of Students Office at CSU Fullerton every 2 years or within 90 days after any substantive change or amendment.** .

ARTICLE IX. DISBURSAL OF ORGANIZATION ASSETS

Section 1. In the event the "Sample Organization" should become defunct, all assets will be turned over to the CSU Fullerton Associated Students, Inc., to be used to promote student programming on campus.

ARTICLE X. STATEMENT OF AFFILIATION *(required if a chapter of a national/international group)*

Section 1. This organization is affiliated with "Sample Organization International".

Section 2. A copy of any constitution/by-laws of "Sample Organization International" must be filed in the Dean of Students' office at CSU Fullerton.

ARTICLE XI. RULES OF ORDER

Section 1. The "Sample Organization" accepts "Roberts Rules of Order" *(newly revised)* as its Rules of Order.

Section 2. Any issue not directly written in this document will be resolved by referring to the Rules of Order.

ARTICLE XII. APPROVAL

Section 1. This constitution was approved on "list date here". *(This must be approved by the entire organization, not just the executive officers and not by one or two organization members.)*