SAMPLE CONSTITUTION CALIFORNIA STATE UNIVERSITY, FULLERTON

*Student organizations must submit copies of all constitutions, charters, or other documents relating to its policies to Student Life & Leadership through TitanLink. All items in BOLD must be included in all student organization constitutions in order to be recognized as a registered student organization at 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 the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.**

**Section 2. 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, marital status, citizenship, sexual orientation or disability.**

**Alternate Section 2. (Only to be used by social fraternities or sororities or other university living groups, which may permit gender membership limitations)**

**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, marital status, citizenship, sexual orientation or disability.**

**Section 3. A student organization must have a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class. Please note that enrollment through Extended Education does not count as matriculated enrollment. Because student organizations exist to support the educational mission of the university, all members must be enrolled CSU students. Additionally, only students enrolled at the CSU Fullerton campus are eligible to vote on matters concerning the student organization. When an educational need is demonstrated, the Office of Student Life and Leadership may grant a waiver to the membership provisions for student organizations. In such cases, non-CSU members may not comprise more than 20% of the organization’s total membership.**

**Section 4. There shall be** two **types of membership in the organization**: voting and associate.

**Section 5. Voting membership is limited to fully matriculated (this does not include students enrolled in extended education) students** **at California State University, Fullerton.**

Section 6. Any eligible CSU Fullerton student who joins the organization roster on TitanLink shall be a voting member upon acceptance of membership by the organization. Any **approved non-CSU Fullerton student** who completes a membership form shall be an associate member upon submitting a membership form with the organization.

**Section 7. If any member of the Student Organization’s leadership becomes aware of a member’s actions and/or behaviors that violates the organization’s mission, purpose, and/or procedures, then organization leadership is encouraged to contact the Office of Student Life and Leadership. Prior to any disciplinary measures being taken by the organization, leadership (or board members) must remember that decisions regarding membership should not be made unilaterally and must be reported to Student Life and Leadership for guidance and support.**

**a. Student Life & Leadership (SLL) Reporting TitanLink Form:**

[**https://fullerton.campuslabs.com/engage/submitter/form/start/638805**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffullerton.campuslabs.com%2Fengage%2Fsubmitter%2Fform%2Fstart%2F638805&data=05%7C02%7Cjrivera-hernandez%40Fullerton.edu%7C21ead35c5e674cb7948d08dc69febaf6%7C82c0b871335f4b5c9ed0a4a23565a79b%7C0%7C0%7C638501789992261012%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=G1cBZNF7zP6fYZuCOwepOlRmkflvI738RrfPx%2BNWtBI%3D&reserved=0)**. Once submitted, a professional staff member from SLL will schedule a meeting to discuss the situation.**

**b. If a member violates the university’s Code of Conduct (click** [**here**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fullerton.edu%2Fstudent-conduct%2Fpolicy.html&data=05%7C02%7Cjrivera-hernandez%40Fullerton.edu%7C21ead35c5e674cb7948d08dc69febaf6%7C82c0b871335f4b5c9ed0a4a23565a79b%7C0%7C0%7C638501789992270618%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=WT2p7rUBzceZkjWFpi7yJ3gIi%2B8PyPDLn4aNl%2F%2BjVWM%3D&reserved=0) **to review university policies), then please report the situation to the Office of Student Conduct. Student Conduct Online Reporting:** [**https://cm.maxient.com/reportingform.php?CSUFullerton&layout\_id=2**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcm.maxient.com%2Freportingform.php%3FCSUFullerton%26layout_id%3D2&data=05%7C02%7Cjrivera-hernandez%40Fullerton.edu%7C21ead35c5e674cb7948d08dc69febaf6%7C82c0b871335f4b5c9ed0a4a23565a79b%7C0%7C0%7C638501789992277009%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=vNgZuB8tXZSu4vokpa8CwdgqsfoJXmwWjsiI3dc0G6g%3D&reserved=0)**.**

**c. If a member violates policies related to Title IX (Click** [**here**](http://here) **for more information about Title IX), then please report the situation to Title IX & Gender Equity. Title IX Online Reporting:** [**https://www.fullerton.edu/titleix/process/online.php**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fullerton.edu%2Ftitleix%2Fprocess%2Fonline.php&data=05%7C02%7Cjrivera-hernandez%40Fullerton.edu%7C21ead35c5e674cb7948d08dc69febaf6%7C82c0b871335f4b5c9ed0a4a23565a79b%7C0%7C0%7C638501789992288098%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Uvzwq3cRdkCZfHF6FqbaTOb%2FRNW9tWQRL04Y8Jcm28Y%3D&reserved=0)

**Once the offense has been properly vetted through the appropriate channels, and further action is not required from Student Life and Leadership, Title IX, and/or Student Conduct, the violation can be resolved within the club/organization.**

**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. They 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.** They have 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. They perform all duties assigned by the President. They notify all members of organization meetings.

**Clause 3. The Treasurer handles all financial affairs and budgeting of the organization. They maintain 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. They are responsible for all organization correspondence and keep copies of all correspondence on file. They act as historian and maintain 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 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. In the event an elected officer is unable to fulfill their 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 meetings 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. The voting period will be open for at least** one meeting.

**Section 4. Votes will be cast** by secret ballot or via the TitanLink elections feature **and counted** by an unbiased committee.

**Section 5. Results of elections must be noted in the minutes and made available to the student organization members no later than** 1 week post-election**.**

**Section 6. A candidate must receive** a majority of the votes or if necessary runoff elections will be held.

**Section 7. 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**.

**ARTICLE VI. ADVISORS**

**Section 1. Advisor(s)** **of the student organization are required to meet the minimum requirements established by the CSU Chancellor’s Office which includes trainings assigned by the Office of Student Life & Leadership**

**Section 2. Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as a non-voting advisor to this organization.**

Section 3. The advisor(s) will serve a term of one academic year and is selected during registration of the organization **pending approval by the Office of Student Life & Leadership**.

Section 4. The advisor(s) may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting **or at the discretion of the University.**

**Section 5. A staff member from the Office of Student Life & Leadership or a School Based Assistant Dean may be assigned to work with this organization to assist the advisor(s) 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 Office of Student Life & Leadership at CSU Fullerton every year during registration or within 30 days after any substantive change or amendment.**

**Section 4. The University reserves the right to make any changes to the Constitution to meet any requirements set by the CSU Chancellor’s Office.**

**ARTICLE IX. DISBURSAL OF ORGANIZATION ASSETS**

**Section 1. In the event the "**Sample Organization**" should become defunct for a period of more than 2 years, all assets will be turned over** to the CSU Fullerton Associated Students, Inc., to be used to promote student programming on campus.

**Section 2.** If the defunct organization is affiliated with an Inter-Club Council (ICC) all assets will be transferred to the ICC.

**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/agreements with the University of** "Sample Organization International” **must be filed in the Office of Student Life & Leadership 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.**

*(Constitutions should not include dates or signature lines)*