**Why Have A Constitution?**

By definition, an organization is a “body of persons organized for some specific purpose, as a club, union or society.” The process of writing a constitution will clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will allow members and potential members to have a better understanding of what the organization is all about and how it functions. It will provide structure to aid future leaders of your organization in ensuring that the group continues on a sound course. If you keep in mind the value of having a written document that clearly describes the framework of your organization, the drafting of your student organization’s constitution will be a much easier and a more rewarding experience.

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**CONSTITUTION OF (NAME OF STUDENT ORGANIZATION)**

**CALIFORNIA STATE UNIVERSITY STANISLAUS**

**Article I.** Name of Student Organization: The name of this organization shall be (name of organization).

**Article II.** Statement of Purpose: (Insert your student organization’s defined purpose—BE SPECIFIC!)

Section 1. To provide students the opportunities for association and interaction with the faculty and administration of CSU Stanislaus and with the members of the community.

**Article III.** Membership:

Section 1. The organization is free to accept new members without regard to sex, race, religion, national origin, disability, sexual orientation, age, or veteran status.

Section 2. Regular membership is limited to CSU Stanislaus students.

Section 3. Each member has equal rights and privileges.
Section 4. Faculty and staff at CSU Stanislaus are eligible to be ex-officio, non-voting members.

Article IV. Officers:

Section 1. The elected officers of the Executive Board shall be the President, Vice-President, Treasurer and Secretary.

Article V. Meetings:

Section 1. Regular meetings shall be scheduled at least bi-monthly during the academic year.

Section 2. The President or a member may call a special meeting; all members must be given a minimum of 48 hours notice, weekends and holidays excluded, prior to the meeting time.

Section 3: For the voting body, all members must be in good financial standing with their organization.

Section 4: Quorum for voting on all matters shall be two-thirds of the current membership.

Article VI. Executive Board (optional):

Section 1. The elected officers shall constitute the Executive Board of the organization and shall have one vote. The advisor(s) shall be ex-officio, non-voting members.

Section 2: The Executive Board shall meet no less than once a month during the academic year. Meetings of the board shall be open to any member.

Section 3: Approval by the Executive Board and including the Treasurer is needed for all disbursements under $50.00, which are not first brought before the organization for approval during a business meeting. Expenditures in excess of $50.00 must have majority approval of the organization.

Section 4: The Executive Board shall serve as a planning committee and must have prior approval of the membership.

Article VII. Method to Amend the Constitution:

Section 1: Proposed constitutional amendments by a member shall be presented to the Executive Board, in writing, one meeting before it may be voted on.

Section 2: Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.
Article VIII. **Succession of Officers:**

Section 1: In the event of permanent incapacitation, resignation, or removal, the line of temporary succession will be as follows: President, Vice-President, Secretary and Treasurer.

Section 2: Upon the vacancy of any office, a new candidate will be elected at the next regular meeting or at a special meeting.