

**This sample constitution is provided as a guide for use in developing constitutions for student organizations at Chapman University. Student organizations are encouraged to adapt this sample constitution to the unique needs and purposes of the organization.**

All student organization constitutions, adapted or original, must include all articles covered in the sample constitution below as well as the following:

- Date of creation and revision of the constitution (note at end of constitution)
- Non-discrimination clause (Article III, Section 3)
- Dissolution Clause (Article XII, Section 1)

Rough drafts of constitutions should be submitted to the Department of Student Engagement for review.

## **(SAMPLE) CONSTITUTION**

### **ARTICLE I: Name**

The name of this organization shall be (state name of the organization) (hereinafter referred to as the (the “club”, the “organization”, etc.)).

### **ARTICLE II: Purpose**

Section 1: The purpose or mission of the (club, organization, etc.) shall be: (list what you intend to do, your mission, and/or goals).

### **ARTICLE III: Membership** (*You may add any additional requirements for membership in this section*)

Section 1: Membership in the (club, organization, etc.) at Chapman University shall be open to any and all students at Chapman University. Active membership shall be determined by (please include specific criteria, i.e. class level, GPA, interest in...). Once a student graduates or ceases to be a student at the University, his/her membership in the Club shall cease.

Section 2: Any member may be removed from membership for violation of the purposes of the organization by a two-thirds vote of the membership. All members must be notified of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Executive Committee who will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership. Voting for removal from membership is to be done by secret ballot. The member in question must be notified immediately of the outcome of the vote.

Section 3: It shall be stated as part of the policy of the (club, organization, etc.) at Chapman University that membership and membership privileges must be open to all students without regard to race, color, religion, ancestry, national origin, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by law, so that all members of the community are treated at all times with dignity and respect. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

Section 4: With membership in the Club shall come full floor and voting privileges on any and all items of Club business, including resolutions, items of legislation, bylaws, and elections.

#### ARTICLE IV: Officers (*Indicate appropriate powers of each - samples below*)

Section 1: The officers shall consist of a (example: President, Vice President, Secretary, and Treasurer). The officers shall be responsible for all administrative duties of the Club.

Section 2: The (example: President) shall have the power to establish and maintain operation procedures of the Club, call meetings, and answer for all actions of the other officers. The President shall be able to vote in all decisions affecting the Club. (List other additional responsibilities.)

Section 3: The (example: Vice President) shall assist the (example: President) with all administrative duties and assume those duties in the absence of the (example: President). (List other additional responsibilities.)

Section 4: The (example: secretary) shall keep accurate and detailed records of all meetings and affairs, send/transmit all official (club, organization, etc.) correspondence, and coordinate preparation and distribution of club flyers, handouts and publications. (List other additional responsibilities.)

Section 5: The (example: treasurer) shall receive and distribute (club, association, etc.) funds upon the authorization of the (example: president), in accordance with the financial rules and regulations of the University and the laws of the State of California, and make financial reports at all Executive Committee meetings, and at the regular meetings of the (club, organization, etc.), and coordinate fundraising activities.

Section 6: The elected officers shall form the Executive Committee.

Section 7: All elected officers should be in good academic standing at the University (above a 2.0 G.P.A.).

#### ARTICLE V: Elections

Section 1: The (list officers) shall be elected by the members of the (club, organization, etc.) to serve a term of one year. Elections shall be held at the first regular meeting of the (club, organization, etc.). Annual elections shall be held (state time frame: example: the third week of spring semester). The officers shall be elected by means of a ballot (or verbal vote depending upon organization preference). The term of office for all officers shall begin (upon completion of finals, upon completion of elections, etc.) and end on the same day of the following year.

Section 2: Nominations of candidates for (club, organization, etc.) officer positions shall be (identify how nominated - example: from the floor of the meeting) by any (club, organization, etc.) member. Nominees for officer positions must be (club, organization, etc.) members.

Section 3: Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of those (club, organization, etc.) members present, provided quorum is met. (See Article VIII.)

Section 4: The order of succession shall be: (1) (example: President), (2) (example: vice president), (3) (example: secretary), (4) (example: treasurer).

Section 5: Vacancies occurring in any of the elected offices shall be officially filled at the next regular (club, organization, etc.) meeting following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed to a vacant office, then an election shall be held to fill the office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as for the normal procedure for elections.

#### ARTICLE VI: Appointments

Section 1: The (example: president) shall appoint, with the approval of the Executive Committee, such positions as may contribute to the successful operation of (club, association, etc.).

#### ARTICLE VII: Removal from office

Section 1: Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur either for failure to carry out the responsibilities of that office, or for actions which violate the purposes of the organization. Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership.

#### ARTICLE VIII: Meetings

Section 1: General membership meetings shall be held (state how often), with additional meeting called by the (example: President) as needed. Notice of additional meetings must be given to all club members in the timeliest manner possible, usually not less than one week. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new (example: President).

Section 2: The Executive Committee shall meet when called by the (example: President).

Section 3: Official notice of the meeting at which the election of (club, organization, etc.) officers will take place must be provided to all (club, organization, etc.) members not less than two weeks prior to such meeting.

Section 4: Quorum shall be defined as (example: fifty percent plus one of the total) of the (club, association, etc.) membership. Quorum is needed for official votes to take place.

#### ARTICLE IX: Funding

Section 1: Dues shall be charged for membership in the (club, organization, etc.). The amount of dues charged for each year/semester shall be determined at the first meeting of the Fall Semester. Semester memberships shall expire on the first day of the next semester. Yearly membership shall expire on the last day of the Spring Semester (including summer session) after the semester in which dues are paid. Membership dues can be paid during any semester and shall be collected by the Treasurer. (If dues are not to be collected, delete this section.)

Section 2: The (club, organization, etc.) shall, as it deems necessary, undertake fundraisers for its own purposes. All fundraising shall be conducted in accordance with University policies.

#### ARTICLE X: Amendments

Section 1: Amendments to this constitution shall be adopted by a two-thirds vote of the members present at two consecutive meetings at which the amendment has been read.

#### ARTICLE XI: Jurisdiction

Section 1: The (club, organization, etc.) is subject, as a recognized/registered student organization, to the rules, regulations, and policies of Chapman University and the laws of the State of California. The rules, regulations, and policies of the Chapman University shall hold precedence over any and all rules, regulations, and policies applying to the (club, organization etc.), including those of national organizations with which the (club, organization, etc.) is associated.

#### ARTICLE XII: Dissolution Clause

Section 1: This Student Organization will be dissolved by a two-thirds majority of quorum votes to do so, or when the Student Organization fails to complete the University required recognition process for two consecutive semesters. In the event of the Student Organization's dissolution, all Student Organization financial assets become property of the Student Government Association and shall be added to allocations designated for recognized student organizations. All additional assets become property of the Department of Student Engagement.

DATE OF CREATION:

LATEST REVISION DATE:

**NOTE** (*Not needed in your constitution, delete when read*): Newly revised constitutions are to be filed with the Department of Student Engagement upon completion. Assistance with any portion of this constitution or any aspect of the development can be obtained by contacting the Department of Student Engagement at (714) 997-6761.