# Organization Guide to Formatting a Constitution 

> University of San Francisco•Student Leadership and Engagement

Creating a constitution for a new organization may at first seem overwhelming, but when done well, it will be the greatest resource to ensure the future success of an organization. This template will serve as a guide for all student organization's constitutions at USF. All bolded pieces of this sample constitution must be included in your organization's constitution verbatim. Your constitutions should include all XIII Articles as stated below. The Student Leadership and Engagement staff will assist with any questions or challenges you may face as you develop this very important document.

## ARTICLE I (Name)

Section 1. The name of this organization shall be $\qquad$ - [Please note that due to the Office of Communication and Marketing's guidelines around the use of the University's name, we cannot use the name or abbreviation in front of a student organization name such as (e.g., USF My New Club.]

## ARTICLE II (Purpose)

Section 1. List the purpose(s) of your organization and any corresponding values. Be sure this information is clear and specific. This could be considered the most important article in this document. Include the following statement at the end of your purpose statement: This purpose does not contradict the University's mission or its Catholic, Jesuit character.

## ARTICLE III (Affiliation)

Section 1. If your organization is affiliated with a local, state, or national organization, then include a statement stating the nature of the affiliation. A copy of the constitution belonging to the affiliated organization must be included with your paperwork.
If no affiliation exists, a statement reflecting that fact must be included.
For example:
This organization has no direct affiliation with any local, state, or national organization.

## ARTICLE IV (Membership)

Section 1. Include the following statement: All members of the organization must be matriculated, currently enrolled students at the University of San Francisco. Voting membership is restricted to matriculated, currently enrolled students at the University of San Francisco.
(Note: You may be more restrictive in determining voting membership, but not less.)
Section 2. Include the following statement: Membership in the organization will not be denied to anyone on the basis of race, color, religion, religious creed, ancestry, national origin, age (except minors), sex, gender identity, sexual orientation, marital status, medical condition, or disability.
(Note: the prohibition on discrimination on the basis of gender does not apply to social fraternities or sororities)

Section 3. Include the following statement: No member of this organization shall engage in hazing including but not limited to physical abuse, causing excessive mental stress, verbal abuse, or subservience (see Fogcutter Student Handbook for descriptions). Furthermore, students may not commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or
mental harm to any fellow student or person attending this institution.
Section 4. List the additional qualifications for membership in the organization (e.g. class level, major, special interest).

ARTICLE V (Officers)
Section 1. Include the following statement: All officers of this organization must be matriculated, currently enrolled undergraduate students at the University of San Francisco. The President and Treasurer of this organization must maintain a minimum overall 2.0 grade point average, must be enrolled in at least 12 units per semester, and must be in good standing with the University of San Francisco during their term of office. (Note: You may specify higher standards, but not lower.)

Section 2. Include the following statement: At least two officers are required to complete Organization Orientation and attend Student Leadership Conference offered by Student Leadership and Engagement.

Section 3. Include the following statement: The term of office shall be from the time of election in mid-spring, considering transitions from former board to new, through the following spring semester. These terms reflect the process for organization registration outlined by SLE, including holding elections no later than April 1 each year. Exceptions must be approved by SLE in advance of registration.

Section 4. List the titles of the officers of the organization.
For example:
The officers of this organization will be a President, a Vice-President, and a Treasurer.
Section 5. Describe how the organization will fill the vacancies that occur in any of the offices. For example:
Vacancies will be published and applications accepted for two weeks, at which time candidates will be brought forward to the general membership for appointment by majority vote.

## ARTICLE VI (Duties of Officers)

In separate sections, describe the duties of each officer. This is a very important article and should be written with great care.
For example:
Section 1. The President shall preside at all meetings, name all special committees, appoint all committee chairs, and ..., etc.

Section 2. The Vice-President shall assume the duties of the President in his/her absence. The VicePresident shall also..., etc.

Section 3. The Secretary shall record minutes of each meeting, maintain accurate records of all business pertaining to the organization, receive and respond to all official correspondence, and..., etc.

Section 4. The Treasurer shall collect and disburse funds as directed by the organization, make monthly financial reports to the general memberships, and..., etc.

ARTICLE VII (Nominations and Elections)

Section 1. Describe how students are nominated for office. If a Nominating Committee is used, describe when it will meet and when it must report to the full membership. If nominations are made from the floor, specify when this is to take place in relation to the elections and who can nominate individuals for office.

Section 2. Include the following statement: Elections will take place in mid-spring no later than April 1, which reflects the process for organization registration outlined by SLE. Exceptions must be approved by SLE in advance of registration.

Section 3. State whether officers will be elected by plurality or majority vote. A plurality vote means that one candidate must get more votes than anyone else. A majority vote means that a candidate must receive one more than half $(50 \%+1)$ of all votes cast.

## ARTICLE VIII (Advisors)

Section 1. Include the following statement: The organization must have a University advisor. This person must hold at least a bachelors degree and be employed as a faculty or staff member by the University of San Francisco.

Section 2. Include the following statement: The advisor shall be a non-voting member of the organization.

Section 3. List the duties and responsibilities of the advisor.
For example:
The duties of the advisor shall be to:
a. Assist the organization in fulfilling their mission and purpose
b. Be knowledgeable of the organization's constitution and bylaws and assist the organization's members in interpreting them
c. Be knowledgeable of University policies and procedures regarding student organizations and ensure organization compliance to the best of their ability
d. Be aware of the organization's activities
e. Be aware of the organization's financial standing and all financial transactions using the organization's funds
f. Attend organization meetings.
g. Attend e-board meetings.

## ARTICLE IX (Meetings)

Section 1. State the frequency of regular meetings. Time and place of meetings may also be specified here. If your organization has different types of meetings (e.g. business meetings and e-board meetings), be sure they are each accounted for in this article.
(Note: Try to avoid specific buildings, room numbers, or times as they may change or vary)
Section 2. State who has the authority to call special meetings. The President? A proportion of the membership? Generally only the President has the authority to call a special meetings and must provide at least 24 hours notice.

Section 3. Specify your quorum. A quorum is the minimum number of members who must be present at a meeting in order for business to be conducted. State a number that is large enough to insure that the meeting will be representative of your whole organization, but not so large that establishing a quorum is difficult. The quorum may be stated a percentage of total membership (usually a majority) or as an absolute number of members.

Section 4. Establish a parliamentary authority for your organization.
For example:
The parliamentary authority of this organization shall be Robert's Rules of Order, Revised.

## ARTICLE X (Committees)

Section 1. State who has the authority to name committees and committee chairpersons. List regular or standing committees for your organization, if any (i.e. committee size and duties).

## ARTICLE XI (Events/Activities)

Section 1. Include the following statement: Sponsored or co-sponsored activities are not inconsistent with the acceptable conduct at an American university committed to the Roman Catholic moral tradition, and activities do not foster hatred or intolerance of others because of their race, color, religious creed, ancestry, national origin, age, sex, gender identity, sexual orientation, marital status, medical condition, or disability.

Section 2. State the type of activities or events that your organization will be involved in, and how these events support your organization's purpose. List general times of year (i.e., fall semester, May, etc.) for your key events.
Section 3. Specifically explain what community service/action event your group will participate in this year.

## ARTICLE XII (Dues/Fees)

Section 1. Make a statement about the dues or other fees that are collected by your organization. If there are none, make a statement to that effect.
For example:
There are no dues or fees to be collected by this organization.

## ARTICLE XIII (Amendments)

Section 1. State who can originate an amendment to this constitution. An individual? A committee? A percentage of the membership? E-board?

Section 2. State the manner of presenting the amendment to the group. Usually the amendment must be read in at least one meeting preceding the vote or posted for one week for all to read.

Section 3. Describe the number of votes needed to adopt the amendment. This is usually two-thirds of the total membership of the organization.

Section 4. State the time when the amendment becomes effective. Generally the amendment becomes effective immediately upon vote of the membership, unless otherwise stated.

* Adopted on $\qquad$ .
(Record the date that the constitution is adopted by membership)


## Check your Constitution for the following:

1. Do you have all Articles I - XIII?
2. Did you include all bold text word-for-word?
3. Does the format of your constitution match this guide? (Font: Times New Roman - Size 12)

Congratulations, if you answered yes to all three of these questions then your constitution is ready for review by Student Leadership and Engagement!

Please contact Student Leadership and Engagement with any questions:
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