



**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 Vice-President 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** \_\_\_\_\_.

(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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