



Student Senate

Student Affairs Committee

SAMPLE CONSTITUTION FOR REGISTERED STUDENT ORGANIZATIONS

- Article I **NAME**
State the name of the organization in full, including the name of any local or national affiliate organization(s).
- Article II **PURPOSE**
List reasons for forming this organization. Explain the purpose of this organization.
- Article III **MEMBERSHIP**
- Section 1: Any registered student (full or part time) at SCU who is in good standing with the University and fulfilling the membership requirements of the organization may be a member.
- Section 2: Membership requirements.
- Section 3: In order to guarantee equal rights for all members of the Santa Clara student body, equal opportunities shall be afforded to all students with regard to race, color, national and/or ethnic origin, religion, creed, gender, marital affiliation, sexual orientation, age, citizenship, nationality, veteran status, or physical disability.
- Section 4: Classification: State any classification categories that apply to members in your group (e.g. active, inactive, alumni, honorary).
- Section 5: Privileges of membership. Specify by classification, privileges of membership (e.g. to attend meetings, to speak, to vote, to hold an office, to nominate, to be a candidate for office). Voting privileges should be restricted to SCU student membership.

Article IV **OFFICERS**

- Section 1: List which officers will serve the organization (e.g. President, Chair, Director, Vice President).
- Section 2: Qualification(s) for holding an office. (All officers must be undergraduate SCU students and must maintain a minimum cumulative GPA of 2.0).
- Section 3: State length of term for officers. Include the dates (by quarter) for beginning and end of a term.
- Section 4: Duties of officers. List the specific responsibilities of the officers that are listed above in Section 1.
- Section 5: Should a vacancy in any office occur, it shall be filled. Explain how the vacant seat should be filled (e.g. special election, by appointment of the remaining officers).
- Section 6: List the positions that are considered executive leadership (e.g. President, Vice Presidents, Parliamentarian, Treasurer, Secretary).

Article V **ELECTIONS**

- Section 1: Time of elections.
- Section 2: Election procedures.
- A. Method of nomination.
 - B. Method of voting.
 - C. Candidate receiving a majority (50% = 1 vote) will be declared the winner (or simple majority).
 - D. Special election procedures.
- Section 3: Run-off election procedures.
- Section 4: Recall. A petition of (one third/one half) of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member of the organization. A recall election shall be held at the next regular business meeting after presentation of the recall petition and shall be conducted as a special election. Recall will require a favorable vote of two-thirds of the voting membership.

Article VI **MEETINGS**

- Section 1: The time, date, and place of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term. The first regular meeting time and date should be stated in this section.
- Section 2: Frequency of meetings.
- Section 3: Special meetings. (Which members can call them, notification to membership, etc.)
- Section 4: Quorum for regular and special meetings shall be... (A quorum is the minimum number of voting members who must be at a meeting before any official decisions can be made. This number should be slightly less than the number of people who usually attend your meetings, yet

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large enough so that a few officers cannot control the whole organization.)

Section 5: Recommend rules. Rules of procedure for this organization shall be... (See *Robert's Rules of Order of Sturgos' Standard Code of Parliamentary Procedures*.)

Article VII **FINANCES**

Section 1: Fiscal operating year (July 1 – July 30; same as University).

Section 2: Dues.

Section 3: This organization shall operate on a non-profit basis.

Article VIII **COMMITTEES**

Section 1: Standing committees.
(List those that apply, such as membership, finance, social.)

Section 2: Selection of standing committees.
(State the method of selecting these committees.)

Section 3: Powers and duties of standing committees.
(Define the tasks and responsibilities of each standing committee.)

Article IX **AMENDMENTS**

Section 1: Proposed constitutional amendments or changes shall be presented to the organization in writing, (e.g., one meeting before it may be voted on).

Section 2: Approval by (two-thirds/three-fourths) of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.

Section 3: A copy of any alteration to this document must be filed with Associated Students of Santa Clara University and the Center for Student Leadership.

Article X **RATIFICATION and ENACTMENT**

Section 1: This organization shall become the official governing document of the organization, upon ratification by a (two-thirds/three-fourths) majority vote of the membership, and approval and acceptance by the appropriate recognizing body of SCU. Amendment and ratification to this constitution should require the same vote percentage (i.e., two-thirds/three-fourths).

Any Questions? Comments?

Please Email Jasmine Llamas, Student Affairs Committee Chair,
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