

**University of San Diego**  
**Model Constitution for Student Organizations**

Date of most recent revision:

**Article I**  
**Name of Organization**

The name of this organization shall be \_\_\_\_\_.

**Article II**  
**Purpose of Organization**

The purpose of this organization shall be \_\_\_\_\_

\_\_\_\_\_

In its orientation and activities, this organization shall be *primarily*: (Please check all that apply.)

\_\_\_\_\_ Academic      \_\_\_\_\_ Greek      \_\_\_\_\_ Multicultural  
\_\_\_\_\_ Religious      \_\_\_\_\_ Other

**Article III**  
**Membership**

Membership in this organization shall be open to those persons who \_\_\_\_\_

\_\_\_\_\_

**Article IV**  
**Organization**

**Section 1**      The Executive Board

A. The governing body of this organization shall be known as the Executive Board of \_\_\_\_\_ (club name).

B. The Executive Board shall be composed of (list officer titles, such as President, Vice-President, etc.):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

C. No person shall hold more than one position on the Executive Board.

D. Each member of the Executive Board shall have one vote.

**Section 2**      The duties of the Officers shall be (list each office title and its duties):

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

**Section 3**      The Power of the Executive Board

The Executive Board shall have the power to:

- A. Enact all ordinances binding upon all members of the club.
- B. Fix penalties for the violation of these same ordinances and execute the penalty.
- C. Ratify by majority vote of its members, excluding the President (or whatever is titled the Chairman of the Executive Board), appointments, and dismissals of the President.
- D. Fill the appointment any vacancy of the Executive Board's elected members until such time as the President shall call a special election to fill such vacancy.
- E. Call for a meeting of the Executive Board or of the club at the request of the member of the Executive Board.

List other duties below:

- F. \_\_\_\_\_
- G. \_\_\_\_\_

**Section 4** Limitations of the Powers of the Executive Board

The Executive Board is *not* empowered to:

- A. Enact any post-facto ordinance.
- B. Execute any penalty not authorized by lawfully enacted ordinances.

**Section 5** Powers of the Members of the Club

The members of the club, being lawfully convened, including being in extraordinary session, shall have the power to:

- A. Amend this Constitution or its Bylaws.
- B. Dismiss from office by a vote of its entire voting membership any officer of the Executive Board of the club.
- C. Call a general meeting of the club upon presentation of a petition demanding such a meeting, signed by \_\_\_\_\_ (majority, two-thirds, etc.) of the membership. The requirement of being lawfully convened shall be waived in such an instance.

**Section 6** The Faculty Advisor (required for all clubs, with the exception of NIC and NPC fraternities and sororities, who are required to have an alumni advisor):

- A. Shall be appointed by \_\_\_\_\_ and this appointment shall be subject to the approval of the Executive Board.
- C. Shall be appointed for a term of one academic year.

**Article V**  
**Candidates for Office and Election**

All candidates for elective office of the Executive Board of the club and all voters must be members of the club and must have qualified themselves for full participation in the activities of the club.

**Article VI**  
**Passage of Legislation**

- Section 1** A quorum shall consist of \_\_\_\_\_ (number, percentage, majority, etc.) members of the Executive Board.
- A. A majority vote of a quorum shall be necessary for the passage of legislation, with the exception of special legislation, which shall be voted upon by the members of the club who shall be present at a general meeting of the club called by the Executive Board.
  - B. A simple majority vote of those members of the club present at a general meeting of the club shall be required for the passage of special legislation.
- Section 2** Special Legislation  
Special legislation shall consist of all acts pertaining to the exacting of dues and other acts such as the Executive Board shall deem necessary to out before a vote of the members of the club.

**Article VII**  
**Amending the Constitution**

This Constitution or its Bylaws may be amended in the following way:

- A. Any member of the club who is entitled to full participation in its activities may, at a general meeting of the club, submit to the club a proposed amendment or:
- B. Any member of the Executive Board may, at a meeting of the Executive Board, submit to the Executive Board a proposed amendment.
- C. Any member of the Executive Board must approve the proposed amendment by a \_\_\_\_\_ (majority, two-thirds, etc.) vote of its members.
- D. The Club Secretary (or equivalent) must then prepare copies of the portion of the Constitution or Bylaws to be amended and the proposed amendment, to be submitted to the members of the club at the next general meeting of the club after the amendment has been approved by the Executive Board.
- E. The proposed amendment must be before the club for a period of \_\_\_\_\_ (number) days.
- F. A \_\_\_\_\_ majority of the votes cast shall be necessary for the adoption of an amendment to this Constitution.
- G. The AS Secretary of Student Organizations (for non-sports clubs) or the AS Secretary of Athletics (for sports clubs) shall be notified of any and all amendments to this Constitution.