

Sample Constitution

National University Student Organization

ARTICLE I: OFFICIAL NAME

_____ at National University

ARTICLE II: MISSION

The mission of _____ is to _____

ARTICLE III: OFFICIAL POSITIONS

Section A: The elected, official position of officers shall be:

A.1 President – The President shall have active management over club meetings, providing an agenda and post the agenda in compliance with the Brown Act. The club President will preside over voting and membership.

A.2. Vice-President – The Vice President shall act under the direction of the President and in the absence of the President shall perform the duties and exercise the powers of the President. The Vice-President shall perform such other duties and have such other powers as the President may from time-to-time prescribe. The Vice-President shall act as presiding officer of board meetings.

A.3. Secretary – The Secretary shall record the minutes of all meetings, keep a file of the club's records, maintain a current roster of membership, and issue notices of meetings and conduct the general correspondence of the club.

A.4. Treasurer – The Treasurer shall receive all funds and process request for payment, deposit slips, officer signature forms, as well as keep an itemized account of all receipts and expenditures and make reports as directed.

A.6 Diversity – It is recommended that the board be as diverse as possible with respect to representation.

Section B. Term

Term of office shall be for one calendar year, commencing the month of _____.

///

///

///

ARTICLE IV. MEMBERSHIP & DUES
[CLUBS CAN CHOOSE ELIGIBILITY BELOW]
Language in blue is suggested, but not required

Section A: Eligibility - Membership shall fall into the following three categories:

A.1 - A minimum of five (5) currently enrolled National University students is required to establish a registered student organization.

A.1.2 Membership in a registered student organization is limited to current, active students at National University. Faculty, staff, and alumni may participate in the activities and programs of student organizations as guests. Guests may not vote and may not have the same privileges as a member. The numbers of National University student members shall always exceed the number of guest participants.

A.1.3 All officers of a registered student organization must be currently enrolled in, and successfully complete, at least one course during the year in which they are officers.

A.1.4 All officers must be in good academic and conduct standing. The minimum GPA to participate in a student organization is 2.0. For a student to hold an office in a student club, the minimum GPA requirement is 2.7. A student on academic or disciplinary probation may not hold office but may continue as a member.

A. 1.5 Membership and all privileges, including voting and officer positions, must be extended to all students without regards to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, generic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

A.2 Alumni - Any former student who has graduated from National University may join a registered student organization. However, alumni have no voting rights. They must also be voted upon by voting members for admission into the student organization. Suggested language.

A.3 Honorary - Any member who does not fall into the above two categories, to include but not limited to, faculty/staff, members enrolled with National University organizations, societies, general public, etc., provided they are approved by a majority vote for admission. Suggested language

Section B: The student organization is committed to the elimination of discrimination based on gender, race, class, economic status, ethnic background, sexual orientation, age, physical ability, and cultural and religious backgrounds.

Section C: Application - All perspective members must fill out an application and are subject to review. All information is private and will not be distributed to outside resources. Information remains open to committee(s) and the Officers of the organization.

Section D: Membership Dues – Membership dues shall be \$____ per year.

///

///

ARTICLE V: MEETINGS

Section A: Semi-Monthly-Meeting (every two weeks)– Semi-monthly meetings /monthly meetings of the (SAMPLE ORGANIZATION) shall include elected members to discuss the planning and direction of the organization. The meeting times will be announced prior to the start of each term by the President. Meetings can be online or on-campus. All student organizations must contact the Center Assistant or designated agent 72 hours prior to the use of campus facilities. Protocol to reserve Library space at any NU library shall be followed, as outlined by the library staff. It is the responsibility of the student organization to request reasonable technology in which to hold online meetings.

Section B: Special Meeting – Special meetings of the Club Members Organization, for any purpose or purposes, unless otherwise prescribed by statute or by the Constitution, may be called by elected officers, subject to advisor approval. These meetings may be teleconferenced or done online.

Section C: Quorum – A quorum shall consist of two-thirds of the membership.

Section D: Parliamentary Authority – Robert’s Rules of Orders shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Section E: Place of Meetings – All regular meetings of the (sample organization) shall be held at a facility located on a National University Campus or such place designated by the President of the Student Organization. Special meetings of the (sample organization) may be held at such time and place within a designated facility at National University or designated area approved by the President and faculty advisor. All meetings shall be sent to all club members with agenda topics, time, and place of said meeting either by email or hardcopy; notice shall be provided a minimum of five (5) days before said meeting. Business transacted at any meeting of club members shall be limited to the purposes stated in the notice.

Section F: Voting – Each student member on record with an active status membership is entitled to (1) vote in the election process.

F.1 Non-voters – Alumni and Honorary status membership will not be allowed to participate in voting. All opinions and comments may be discussed before voting.

ARTICLE III: ELECTIONS

Section A: Elected Officers – The elected Officers shall be named and designated in the minutes of the first meeting.

Section B: Eligibility – To be eligible for office, candidate must be enrolled in a minimum of 4.5 units per quarter with National University and be an active member who participated in at least two (2) meetings. Candidates must be able to perform all duties required of them as stated in the Constitution. Alumni and honorary members are excluded from being officers.

Section C: Nominations – Nomination for office shall occur at the discretion of the student organization. Every effort must be made to ensure that there is an annual change in leadership.

Section D: Term – The term of office shall not exceed twelve (12) months.

Section E: Vacancies – Vacancies will be appointed majority vote.

Section F: Removal – Officers can be removed from office by completion of their term of unanimous decision by standing Officers. If an Officer's GPA falls below an overall GPA of 2.7, they will resign from their position.

ARTICLE VI: AMENDMENTS

Section A: Selection – These bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five (5) days before the meeting.

ARTICLE V: DISSOLUTION

Section A: Organizations that fail to re-register for more than two consecutive years will be dissolved by the NUSOBOD and have their funds evenly dispersed into existing club accounts. In the event the funds cannot be evenly dispersed, the club with the most amount of funds in their account will be given the additional funds (not to exceed .99 cents).