



CALIFORNIA STATE UNIVERSITY, LONG BEACH
STUDENT LIFE AND DEVELOPMENT

Formatting Guidelines for Drafting Organizational Constitutions and By-Laws:

1. Type or word-process on only one side of standard size (8.5" x 11") plain white paper, double-spaced, with margins of 1.25" left and 1" right, top, and bottom.
2. Any work submitted for your organization's file is to be formatted in **Times New Roman, 12 pt font.**
3. Present flat, do not fold, crimp or roll. Staple once or paper clip together in the upper left corner. Place your organization name, page number and date in the Footer of each page. Please do not forget to send one copy electronically to your intake coordinator.
4. Definitions:

Constitution: The system of fundamental laws and principles that prescribes the nature, functions, and limits of a government or another institution.
The American Heritage® Dictionary of the English Language, Fourth Edition. Retrieved June 15, 2007, from Dictionary.com website:
<http://dictionary.reference.com/browse/constitution>

By-laws: a rule adopted by an organization chiefly for the government of its members and the management of its affairs.
Merriam-Webster's Dictionary of Law. Retrieved June 15, 2007, from Dictionary.com website: <http://dictionary.reference.com/browse/by-law>

--TEMPLATE--

**CONSTITUTION OF (name of organization)
CALIFORNIA STATE UNIVERSITY, LONG BEACH (CSULB)**

Article I. Name of Organization: The name of this organization shall be *(name of organization, followed by acronym if applicable)*.

Article II. Statement of Purpose:

Section 1. **Insert Statement about your group. This statement should be at least one paragraph in length, specifically addressing the purpose(s) of your organization.**

Section 2. To promote ethical leadership and academic achievement, and to cultivate civic responsibility.

Section 3. To provide the students opportunities for association and interaction with the faculty and administration of CSULB and with the members of the community.

Article III. Membership:

Section 1. **All student organizations are required to publish an anti-discrimination clause that includes at least the following language:**

The organization is free to accept new members without regard to race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. **(required)**

Although it is not a requirement, we encourage you to consider including the following groups into your anti-discrimination clause: (1)veteran status and (2)gender identity/expression.

Section 2. Regular membership is limited to CSULB students. All regular members must maintain a 2.0 GPA and be in good standing with the university.

Section 3. Each member has equal rights and privileges.

Section 4. Faculty and staff at CSULB are eligible to be non-voting members.

Section 5. For the organization to be recognized by CSULB a minimum of five (5) matriculated CSULB students (who are currently enrolled in at least one class) need to be regular members. **(required)**

Article IV.

Officers:

Section 1. The elected officers of the Executive Board shall be the President, Vice President, Treasurer, and Secretary.

Article V.

Meetings:

Section 1. Regular meetings shall be scheduled at least bi-monthly during the academic year.

Section 2. Special meetings may be called by the President or a member. All members must be given a minimum of 48 hours notice, weekends and holidays excluded, prior to the meeting time.

Article VI.

Executive Board: (optional to include)

Section 1. The elected officers shall constitute the executive board of the organization and each shall have one vote. The advisor(s) shall be ex-officio, non-voting members.

Section 2. The Executive Board shall meet no less than once a month during the academic year. Meetings of the board shall be open to any member.

Section 3. Approval by the President and the Treasurer is needed for all disbursements of \$50.00 or less, which are not first brought before the organization for approval. Expenditures in excess of \$50 must have majority approval of the organization.

Section 4. The Executive Board shall serve as a planning committee.

Article VII.

Method to Amend the Constitution:

Section 1. Proposed constitutional amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.

Section 2. Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.

Section 3. Approval by the University is needed to change the constitution. **(required)**

Article VIII.

Succession of officers:

Section 1. In the event of permanent incapacitation, resignation, or removal from office, the line of temporary succession shall be as follows: President, Vice President, Treasurer, and Secretary.

Section 2. Upon the vacancy of any office, a new candidate will be elected at the next regular meeting or at a special meeting.

Article IX. Statement of affiliation with national or other off-campus organization:
(Also, attach copy of your inter/national organization's constitution and bylaws. State: NONE, if there is no affiliation.

Article X. Hazing Prohibition:

Section 48900 of the Education Code

SEC. 4. Section 245.6 is added to the Penal Code, to read:

245.6. (a) It shall be unlawful to engage in hazing, as defined in this section.

(b) "Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.

(c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

(d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.

(e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.

(f) Prosecution under this section shall not prohibit prosecution under any other provision of law.

SEC. 5. This act shall be known and may be cited as "Matt's Law" in memory of Matthew William Carrington, who died on February 2, 2005, as a result of hazing.

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**BYLAWS OF (name of organization)
CALIFORNIA STATE UNIVERSITY, LONG BEACH (CSULB)**

Bylaw I.

Membership:

- Section 1.** **(Required) - Indicate what types of membership are available in the organization. ex -** There shall be two types of membership in the organization: regular and honorary.
- Section 2.** *Instruction - Explain how someone becomes a regular member, ex-completes a membership form, pays dues (if any) and submits these to the organization secretary.*
- Section 3.** Any member of the CSULB faculty and staff who has rendered outstanding service to the organization may be conferred with honorary membership by receiving a majority vote of the organization. Honorary members are ex-officio.
- Section 4.** Up to a maximum of 20 percent of the members of a student organization may be individuals who are not CSULB students, e.g., community members, students at other colleges. Only students enrolled at CSULB may vote on issues that come before the student organization. **(required)**
- Section 5.** Any member may be suspended or expelled from the organization for conduct contrary to the constitution of the organization or for conduct that grossly impairs the rights of the members to enjoy the benefits of the organization. The offense must be submitted in writing by a member. After the offense has been submitted to the organization, the offending member shall have the right to a hearing before the organization at a regular meeting and may be suspended or expelled only upon the affirmative vote of three-fourths of the voting members present. The offending member has the right to appeal an adverse decision at a regular meeting, and such offending members shall be reinstated only if the suspension or expulsion is overturned by a three-fourths vote of voting members present.

Bylaw II.

Dues: *(optional to include)*

Dues shall be voted on by the membership.

Bylaw III.

Officers:

- Section 1.** The President shall preside at all meetings of the organization. He/She shall be the official spokesperson of the organization, representing policies, views, and opinions of the organization in its relations with the campus and community at large. He/She shall have such further powers and duties as may be prescribed by the organization.
- Section 2.** The Vice President shall preside at the organization meetings in the absence of the President. He/She shall perform all legal duties assigned to him/her by the President. He/She shall notify all members of the organization meetings.
- Section 3.** The Treasurer shall handle all financial affairs and budgeting of the organization, maintaining all necessary accounting records. Said records shall be maintained in accordance with generally accepted accounting principles. He/She shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements. All disbursements in excess of \$50 require the majority approval of the organization.
- Section 4.** The Secretary shall take minutes at all meetings of the organization, keep minutes on file and submit required copies to all organization members. He/She shall be responsible for all organization correspondence and shall keep copies thereof on file. He/She shall also act as historian and shall maintain all records of the organization.
- Section 5** In the event that an elected officer is unable to fulfill his/her term of office, there shall be an election to fill the vacancy at the next regular meeting or at a special meeting. Any eligible member, including those already holding office, may be nominated for a vacant office. However, an executive officer may hold only one position at a time.
- Section 6.** Petition by one-third of the total number of members shall be cause for a recall election. The offense must be submitted in writing by a member. After the offense has been submitted to the organization, the offending officer has 48 hours before the hearing. A recall election shall be held at the next regular business meeting after the presentation of the recall petition and shall be conducted as a special election. Recall will require a favorable vote of three-fourths of the total voting members present.
- Section 7.** To be eligible for office in the organization, a candidate for office must be carrying a minimum of six (6) undergraduate units or three (3) graduate units of regular university credit per semester at

CSULB. All student representatives must be matriculated at the university, maintaining a minimum overall, on-campus cumulative 2.0 grade point average (GPA) at all times, and a 2.0 GPA in every semester while in office, and in the semester prior to running for office, and not be on probation of any kind.

Section 8. The term of office for the officers of the organization shall be for one academic year. No officer is allowed to hold the same office for more than two consecutive terms.

Bylaw IV. Advisors:

Section 1. There shall be at least one advisor from the faculty or professional staff elected by the organization.

Section 2. The advisors shall serve a term of one year and will be elected at the same time as the officers of the organization.

Section 3. The advisor(s) shall be ex-officio, non-voting member(s). **(required)**

Bylaw V. Committees: (optional to include)

Section 1. Standing Committees: *(Describe your organization's permanent committees, if applicable.)*

Section 2. The President shall have the authority to create committees to further the purposes of the organization.

Bylaw VI. Quorum:

Section 1. The percentage of members that constitutes a quorum shall be fifty percent plus one.

Section 2. In voting, a majority shall consist of more than fifty percent of those voting.

Section 3. There must be a quorum in order for any official vote or election to occur.

Bylaw VII. Elections:

Section 1. Elections will be held once each academic year. Date of election to be established by the organization.

Section 2. At least one week's notice shall be provided for any meeting at which a regular election is to be held.

Section 3. Elections shall be by secret ballot. (*Show of hands is permissible. However, if using ballots, we recommend that you indicate that a separate document will specify elections procedures that will cover who can handle ballots once they are cast, who will count the ballots, and the deadline by which ballots must be counted. Important to include in bylaws that the ballot counting must take place on campus.*)

Section 4. A majority of members of the organization shall constitute a quorum for an election.

Section 5. A majority of all votes cast in the election shall be necessary to elect. If no candidate receives a majority, a run-off election shall be held between the two candidates receiving the largest number of votes.

Bylaw VIII. Method to Amend the Bylaws:

Section 1. Proposed bylaw amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.

Section 2. Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.

Section 3. Approval by the University is needed to change the bylaws. **(required)**

Bylaw IX. Parliamentary Authority:

Source of authority shall be Robert's Rules of Order, newly revised.