



CALIFORNIA STATE UNIVERSITY, LONG BEACH

STUDENT LIFE AND DEVELOPMENT

**PROCEDURES FOR STUDENT ORGANIZATION
NAME CHANGES AND/OR REVISIONS TO CONSTITUTIONS AND BYLAWS**

I. NAME CHANGES FOR STUDENT ORGANIZATIONS

- A. If a departmental association wishes to change its name and/or wishes to become affiliated with an extra-mural organization, the organization president shall submit a letter requesting the name change along with a written endorsement from the department chair/college dean to the office of Student Life and Development. A copy of the revised constitution and bylaws and, where applicable, the membership policies of the extra-mural organization, must accompany the letter.
- B. If any other recognized student organization wishes to change its name and plans to continue operating under its current constitution and bylaws, the president shall submit a letter requesting the name change to the office of Student Life and Development along with a copy of the constitution and bylaws noting the name change.

II. REVISIONS TO CONSTITUTIONS AND BYLAWS

If a recognized student organization wishes to make changes to its constitution and bylaws, the president shall submit a letter requesting the approval of the revised constitution and bylaws along with a copy of the revised constitution and bylaws to the office of Student Life and Development.

If the student organization wishes to become affiliated with an extra-mural organization, the membership policies of that extra-mural organization must accompany the letter along with a copy of the organization's revised constitution and bylaws.

The office of Student Life and Development shall determine whether the student organization's revised constitution and bylaws represent a major change from the original purpose of the organization. If there is a major change, the organization must re-apply for recognition.