



CALIFORNIA STATE UNIVERSITY, LONG BEACH
STUDENT LIFE AND DEVELOPMENT

Formatting Guidelines for Drafting Organizational Constitutions and By-Laws:

1. Type with formatting of standard size (8.5" x 11") with 1" margins all around.
2. Any work submitted for your organization's file is to be formatted in **Times New Roman, 12 pt font and in a MS Word Document file.**
3. Definitions:
 - Constitution: a document that sets the general foundations of an organization.
 - By-laws: a document that sets the specific structure and function of an organization.
4. Sections listed as "Required" are required by the Office of Student Life and Development, CSULB, CSU, and/or local/federal laws.
 - a. Some required sections may be updated to better tailor to the organization. Please review any edits with the Office of Student Life and Development to ensure compliance with any rules, regulations, and/or laws.

--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)*.
Refrain from starting your organization name with an article of speech (i.e. The) and refrain from starting your organization with the name of the University (i.e. CSULB or Cal State Long Beach) .
(Required)

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 and mission of your organization.**
(Required)

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. Authority:

Section 1. This organization is a recognized student organization at California State University, Long Beach and is bound by all campus policies as set forth in the CSULB Campus Regulations Handbook (www.csulb.edu/regs).
(Required)

Section 2. This organization is affiliated with [name of national or other off-campus organization].
(A copy of the national or off-campus organization's constitution and bylaws must be filed with the Office of Student Life and Development.)
[If there is no affiliation, simply state: This organization is not affiliated with any national or off-campus organization]
(Required)

Section 3. This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of

meetings, etc.). Standing Rules shall not conflict with this constitution and bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum of the voting membership is present (advance notice is not required).

(Required)

Section 4. The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

(Required)

Note:

If Robert's Rules of Order will not be used, a legitimate parliamentary procedure must be cited here. The parliamentary procedure cited in this section is subject to approval by the Student Life and Development Office.

Article IV.

Membership:

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

Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity/expression, marital status veteran status, citizenship, sexual orientation, or disability. The organization shall have no rules, policies, or practices that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity/expression, marital status veteran status, citizenship, sexual orientation, or disability.

(Required)

Section 2. Membership in the organization shall be open to all those regularly-enrolled CSULB students who are interested in membership. Each regular member has equal rights and privileges.

(Required)

Section 3. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSULB students (e.g., faculty, staff, community members, students at other colleges, etc.). Such members have all membership privileges except for the right to vote or hold office.

(Required)

Section 4. 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 V. Officers:

Section 1. The elected officers of the Executive Board shall be:
Please list the officer titles for this organization
Organizations are required:

- to have a president-like position
- to have a treasurer-like position
- to have at least 4 officer positions

(Required)

Section 2. Qualifications necessary to hold office in this organization are as follows:

To be eligible for and to hold any organization officer position, candidates must meet the minimum requirements stated in the CSULB Campus Regulations (www.csulb.edu/regs).

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.
(Required)

All student representatives must be matriculated at the university, maintaining a minimum overall, on-campus cumulative 2.5 grade point average (GPA) at all times, and a 2.5 GPA in every semester while in office, and in the semester prior to running for office, and not be on probation of any kind.
(Required)

Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible.
(Required)

Article VI.

Meetings:

- Section 1.** Regular meetings shall be scheduled at least once a month 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.
- Section 3.** Business cannot be conducted unless quorum of the voting membership is present.

Article VII.

Executive Board:

- 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.
(Required)
- 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.
(Required – may be edited as needed)
- Section 3.** For purchases of \$250.00 or less, prior approval is needed by the President and Treasurer. Anticipated purchases of over \$250 must have first have majority approval of the voting membership of the organization prior to purchases.
- Section 4.** The Executive Board shall serve as a planning committee to organize and execute events, activities, meetings, and other items to further the mission of the organization.

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:
[List the officer titles here as listed in Article V section 1]
- 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. Code of Conduct: (Required)

Section 1. This organization shall comply with Title 5, Section 41301, Standards for Student Conduct, as stated in the CSULB Campus Regulations (www.csulb.edu/regs)

Article X. Hazing Prohibition: (Required)

Section 1. This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Section 2. "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.

Article XI. Method to Amend and Renew the Constitution:

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

Section 2. Voting of amendments cannot be conducted unless quorum of the voting membership is present.
(Required)

Section 3. Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.
(Required)

Section 3. Significant changes/amendments must be submitted to the Office of Student Life and Development within 30 days.

Section 4. Approval by the University through the Office of Student Life and Development is needed to change the constitution to ensure compliance with Chancellor Office, Campus, and Legal requirements. **(Required)**

Section 5. Constitutions must be renewed with the University every 5 years.
(Required)

--TEMPLATE--

**BYLAWS OF (NAME OF ORGANIZATION)
CALIFORNIA STATE UNIVERSITY, LONG BEACH (CSULB)**

Bylaw I.

Membership:

- Section 1.** There shall be **[list how many]** types of membership in this organization: **[list titles of membership (i.e. voting member, non-voting member, and honorary)]**.
For example, there shall be 3 types of membership in this organization: voting membership, non-voting membership, and honorary.
(Required)
- Section 2.** *Explain how someone becomes a member. For example: New members must complete a membership form, pays dues (if any), and submit these items to the organization secretary.*
(Required – to be edited as needed)
- 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, non-voting member.
- Section 4.** Members shall be required to attend **at least [# %]** of the organization's regularly scheduled meetings per semester in order to maintain good standing membership with voting rights.
(Required)
Note: Organizations must explain how a member maintains good standing with voting rights.

Bylaw II.

Dues:

Members shall be required to pay dues as voted by the voting membership. Dues shall be collected according to methods approved by the Office of Student Life and Development.
(Required)

Bylaw III.

Discipline of Members: (Required)

- Section 1.** In the event that a member is suspected of misconduct and/or is suspected by violating the terms of the Constitution and Bylaws of this organization, the organization may initiate an internal process to suspend, terminate, or continue membership of the accused.

- Section 2.** Notice of misconduct or violation must be submitted in writing to the Executive Board and signed by *[specify number, such as 5 voting members]*.
- Section 3.** The member in question shall be given written notice at least 72 hours prior to a meeting with [the president, vice president, the Executive Board, and/or advisor].
- Section 4.** After meeting with the member in question, [the president, vice president, Executive Board, and/or advisor] shall determine an appropriate sanction – suspension of membership, termination of membership, or no sanction needed.
- Section 5.** It is strongly recommended that the Executive Board seek advising from the Advisor, the Office of Student Life and Development, and/or the Office of Student Conduct and Ethical Development.

Bylaw IV.

Officers:

- Section 1.** The President shall preside at all meetings of the organization. They 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. They 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. They shall perform all duties assigned to him/her by the President. The Vice President shall assume the office of President if the office becomes vacant. They 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. They shall maintain financial accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.
- 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. They shall be responsible for all organization correspondence and shall keep copies thereof on file. They shall also act as historian and shall maintain all records of the organization.

- Section 5.** The Publicity Chair shall be in charge of all publicity and marketing needs of the organization, its meetings, and its events. Publicity and marketing can be in the forms of social media, fliers, posters, etc.
- Section 6.** **[Create additional sections to list duties of any additional elected officers as listed in Constitution Article V.]**
- Section 7.** In the event that an elected officer is unable to fulfill their 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.
(Required)
- Section 8.** Officers may be recalled from office for cause. To initiate a recall election, a petition signed by *[specify number, such as one-third of the total number of voting members]* must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote of the voting membership is required to remove an officer.
(Required)
- Section 9.** Officers shall assume office on the first day of the semester/session following the election. 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.
(Required – may be edited as needed)

Bylaw V.

Advisors: **(Required)**

- Section 1.** There shall be at least one advisor from the faculty or professional staff appointed by the organization.
- Section 2.** The organization shall appoint an individual employed as a faculty or staff member at CSULB to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Faculty/Staff Advisor Acceptance of Responsibility Form. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 3. The advisors shall serve a term of one year and will be appointed at the same time as the officers of the organization.

Section 4. The advisor(s) shall be ex-officio, non-voting member(s).

Bylaw VI. Standing and Ad Hoc Committees: (optional to include)

Section 1. The organization shall have the following standing committees:
[List all standing committees, such as Membership, Fund Raising, Program, Social, Bylaws, Nominations, Finance, Public Relations, etc.]

Section 2. The duties of each of Standing Committees are as follows:
[List the duties for each of the committees listed above.]

Section 3. The [President or Executive Board] shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 4. The [President or Executive Board] shall appoint the chairpersons of all committees

Bylaw VII. Quorum (Required)

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

Section 2. In voting, a majority of voting members 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 VIII. Elections and Voting

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 an election is to be held.

Section 3. Nominations for officers shall be made at the regular meeting immediately prior to the election meeting. Nominations may also be made from the floor, during the election meeting, immediately

prior to the election for each office position. Members may nominate themselves for an office.

Section 4. Explain your organization's process for elections. Show of hands and use of ballots are permissible. Please provide information such as who is able to handle ballots, who will count ballots, and deadline by which ballots must be counted.

Ballots must be handled and counted by at least 2-3 individuals who are not running for any elected positions. It is important to include in the bylaws that ballot counting must take place on campus.

(Required – to be edited as needed)

Section 5. Online voting may be conducted only with the use of a web-based platform approved by the Office of Student Life and Development. The online ballot access information will be sent via email to the email addresses of eligible voting members according to the organization's records and shall include:

- 1) Voting instructions for the online web-based platform.
- 2) Offices which candidates are seeking, and the number of vacant positions open for that office.
- 3) Names of candidates listed and the office for which they are running.
- 4) Candidate photos and statements, if provided by candidates. No changes will be made to photos or statements once the voting begins.

Online voting may also be used to conduct voting of matters other than officer elections and which are consistent with the Constitution and Bylaws of this organization.

The amount of submitted online votes must meet quorum requirements.

Online voting must be administered and managed by at least 2-3 individuals who are not running for an elected position.

(Required)

Section 6. There must be a quorum in order for any official vote or election to occur.

(Required)

Section 7. A simple 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.

(Required)

Bylaw IX.

Method to Amend and Renew the Bylaws:

- Section 1.** Proposed amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.
- Section 2.** Voting of amendments cannot be conducted unless quorum of the voting membership is present.
(Required)
- Section 3.** Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.
(Required)
- Section 3.** Significant changes/amendments must be submitted to the Office of Student Life and Development within 30 days.
- Section 4.** Approval by the University, through the Office of Student Life and Development is needed to change the bylaws to ensure compliance with Chancellor Office, Campus, and Legal requirements.
(Required)
- Section 5.** Bylaws must be renewed with the University every 5 years.
(Required)