

Student Organization Constitution

When completing the Student Organization Registration Forms on-line, all student organizations must upload a copy of the constitution. The best constitutions are those that are clear, concise, easily implemented, and include guidelines for all of the group's essential components.

A constitution must contain items listed in 1-6 below:

- 1. Name of the organization:** A registered campus/student organization shall not use the name of the University of California or abbreviations thereof as part of its name except in accordance with the campus regulations. The geographical designation "at UCSD" may be used by any campus/student organization as part of its name without obtaining special approval.
- 2. Statement of purpose:**
Helpful Tips: What is the purpose of the organization? Will the organization seek to promote a specific issue or topic?
- 3. Constitutions are required to include the following statement:**
_____ is a non-profit student organization.
(Name of organization)
- 4. Requirements for membership:** including dues/fees, if applicable.
Helpful Tips: Who is eligible for membership? Are there any restrictions? How does one become a member? How are members identified? Can a member remain in the organization if she/he fails to pay dues?
- 5. Frequency of the organization meetings**
- 6. Qualifications for holding office and methods of selecting and replacing officers:** Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.
Helpful Tips: How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Description of any standing committees might be included here. How are officers elected? When are they elected (month), and for what period? Who is eligible for office? When do officers assume their positions? How may officers be replaced/removed?

Additional constitution components:

- Financial Matters** - *How will the organization finance its activities? Will the organization submit a budget to the A.S. or G.S.A. finance committee quarterly?*
- Affiliation with other groups** - *local, state, national?*
- Community Advisor** - *How is the advisor selected? How long will they serve?*