

UC SAN DIEGO REGISTERED STUDENT ORGANIZATION

CONSTITUTIONAL GUIDELINES

Your constitution is a governing document that guides the operations of your student organization. Please make sure all Principal Members/Board Members have carefully reviewed and approved the constitution before submitting

1. All Center for Student Involvement (CSI) registered student organizations must have a constitution.
2. All constitutions must include Articles I. - VII. and include verbatim the language highlighted in yellow. The language and requirements outlined are mandated by UC San Diego and CSI policy. Additional articles and verbiage that you may want to include, but are not required, are outlined in Articles VIII. - X.
3. CSI may ask an organization to edit verbiage and/or provide clarification based on a student organization's proposed purpose, activities, or history before approving a constitution.
4. Constitutions must be uploaded to your student organization registration page. Student organizations who upload a constitution without the required language will not be approved and may cause a delay in the registration process.

USE THE NEXT PART OF THIS DOCUMENT AS A TEMPLATE

- Need help creating/updating your constitution? Download this document as a Word document and insert your organization's information! Be sure to delete the instruction page before uploading to the student organization registration portal.
- Required language is highlighted in yellow. Language must be included word-for word. Altering this language will delay the registration process.
- Items in [brackets] should be replaced with the appropriate title or information.
- Items in *italics* offer information on university policies as well as guiding questions. *Just delete them when you're done, or use them to create a sub-article.*
- Use clear and concise language.

University and CSI Mandated Constitution Verbiage is Highlighted Yellow in the Template Below.

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called [Name of the organization] at UCSD.

NOTE: A registered 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. The full name of the organization should be used throughout this document.

ARTICLE II. STATEMENT OF PURPOSE

[Insert information about your org's purpose here]

Helpful questions:

- + *What is the goal of the organization?*
- + *Will the organization seek to promote a specific issue or topic?*
- + *What will organization members get out of being a part of this organization?*

ARTICLE III. NONPROFIT STATEMENT

[Name of the organization] at UCSD is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

[Insert information about requirements to be part of your org here]

Helpful questions:

- + *What dues or fees are required for membership, if any? If dues are required they MUST be included in the constitution.*
- + *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?*

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

[Insert information about how often your org will meet here. You may include what, if any, rules there may be about holding meetings.]

- + *How often will your organization meet?*
- + *Will there be a required number of meetings each quarter? Each year?*
- + *Will minutes be taken and/or required for official meetings?*

NOTE: Minutes can be useful for disseminating information to members who can't make it, as well as for officially recording organization procedure and decision-making.

ARTICLE VI. 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.

[Insert information about officer positions and selection process here]

Helpful questions:

- + *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 are officers replaced/removed?*

ARTICLE VII. RISK MANAGEMENT

[Name of the organization] at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

[Name of the organization] at UCSD understands that the University does not assume legal liability for the actions of the organization.

[Describe possible risks associated with your organization's activities here.]

NOTE: Specific language is required if your organization is involved in:

1. *Working with minors or the elderly*
2. *Medical assistance*
3. *International travel*
4. *Handling hazardous chemicals/material/equipment/machinery*

You may also be asked to provide information on how you will manage risk involving issues such as possible injury, including athletic injury, exposure to hazardous materials and/or infectious agents, or other trauma, and what your strategies will be to avoid these risks. We encourage you to use current industry and governmental safety standards/practices to mitigate risks, such as those adopted by a national association.

- + ***Will your organization work with minors or the elderly? If yes, you must include the following sub-article:***

ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY

[Name of the organization] at UCSD is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). [Name of the organization] will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse

Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

+ *Will your organization be involved in providing any kind of medical assistance? If yes, you must include the following statement:*

ARTICLE VII. SECTION 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE

In the event that [Name of the organization] at UCSD provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

+ *Will your organization be engaged in any international travel? If yes, you must include the following statement:*

ARTICLE VII. SECTION 3. IN CASE OF INTERNATIONAL TRAVEL

[Name of the organization] at UCSD recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

+ *Will your organization handle any hazardous chemicals, materials, equipment or machinery? If yes, you must include the following statement:*

ARTICLE VII. SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY

[Name of the organization] at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, [Name of the organization] at UCSD will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

Further articles, if applicable:

ARTICLE VIII. COMMUNITY ADVISOR

[Insert information about community advisor selection and role here.]

NOTE: Community Advisors are required for certain types of student organizations, including:

1. Academic
2. Health Profession
3. Interfraternity Council (IFC)
4. Multicultural Greek Council (MGC)
5. Panhellenic Association (PHC)
6. Pre-Professional

However, it is strongly recommended that all organizations with external affiliation or engaged in high-risk activities, such as working with minors or the elderly, medical assistance, and/or international travel, seek out a community advisor and formally register that individual.

Student organizations seeking official co-curricular records (see <https://myccr.ucsd.edu/home.htm>) recognition for participation should seek out UCSD faculty or staff community advisors.

Learn more about community advisors at

<https://students.ucsd.edu/student-life/involvement/organizations/onestop/community-advisors.html>.

Helpful questions:

- + How is the advisor selected?
- + How long will they serve?
- + What will their role be?

ARTICLE IX. FINANCIAL MANAGEMENT

[Insert information about financial management here.]

Helpful questions:

- + How will your organization finance its activities?
- + How will any money your organization earns or gathers be handled?
- + Does your organization have an off-campus bank account?
- + Will your organization submit a budget to the A.S. or G.S.A. finance committee quarterly?

NOTE: If your organization has an off-campus account, it is recommended that you include procedures for voting in new designated signers for the account each year, including recording meeting minutes to that effect (these meeting minutes can be used as documentation at the bank). See

<https://students.ucsd.edu/student-life/involvement/organizations/onestop/financial-processes/bank-accounts.html> for more information on off-campus bank accounts.

ARTICLE X. AFFILIATION WITH OTHER GROUPS

[Insert information about affiliation with other groups here.]

Helpful questions:

- + Are there any other groups your organization will be affiliated with at the local, state, national, or international level?*
- + What does this affiliation mean for your organization members?*
- + Does affiliation come with any additional requirements of your organization or its members? If so, what are they?*