

Sample Constitution for Registered Campus Organizations University of California, Irvine

This is a sample constitution to illustrate constitutional format. Feel free to diverge from to suit the needs for your organization.

For additional information and assistance with your constitution, please contact:
Campus Organizations Resources and Education (CORE) Consultants
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“Anteater Students of Psychology (ASP)”

<INSERT ORGANIZATION’S FULL NAME AND ACRONYM>

09/01/2014

<INSERT DATE>

Insert an introductory statement usually no longer than two or three sentences, stating the intent or mission of the constitution.

Article 1: Name of the Organization

Part 1. The official name for this organization is the Anteater Students of Psychology.
Part 2. This organization will use the name or its acronym, ASP, in all publicity materials and correspondence.

Article 2: Purpose of the Organization

Part 1. The purpose of this organization is to explore and promote academic and career issues related to the field of psychology, and to help those interested in the field to get to know one another better outside of the classroom and laboratory.
Part 2. All activities of this organization must be directed toward this purpose.

Article 3: Membership Practice

Section A. Membership Requirements:

Part 1. All currently enrolled students, both undergraduate and graduate, are eligible to be voting members. (Remember: Non-University individuals, including recent alumni, cannot be voting members, review the Registered Campus Organization policies)

Part 2. All members who are not currently enrolled UCI students or UCI staff, faculty, alumni, and alumnae are eligible to be non-voting members and participate in the club. (Remember:

Non-University individuals, including recent alumni, cannot be voting members, but they still can participate in the organization)

Part 3. All members are required to demonstrate support for the purpose of this organization.

Part 4. Membership decisions will not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. (Remember: The UCI Principles of Community, view [here](#))

Part 5. All members are required to pay a \$?? annual membership fee prior to taking part in any organization activity.

Section B. Rights:

Part 1. All members are eligible to attend all meetings and events of this organization.

Part 2. If a fee is charged to attend a particular event, the membership will establish a fee scale for voting members, non-voting members, and others as appropriate.

Section C. Withdrawal of Membership:

Part 1. Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.

Part 2. A simple majority vote of the quorum of membership at a regular or special meeting shall be sufficient to withdraw membership.

Part 3. Members to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

Article 4: Officers

Section A. Officer Titles:

President

Vice President

Secretary/Treasurer

Program Committee Chair

Section B. Duties/Responsibilities:

Part 1. The President will chair all meetings of ASP and will call special meetings as needed.

The President will vote on ASP matters only in case of a tie.

Part 2. The Vice President shall chair any ad hoc committees or task forces of the organization.

Part 3. The Secretary/Treasurer will take, record, and file meetings minutes; produce all official correspondence for the organization, and maintain records and report on the financial transactions of ASP. (Remember: If you organization has a ASUCI Club Account, then make certain the “treasurer” position is made a signer for your organization to have access to your online accounting)

Part 4. The Program Committee Chair will direct the planning of the organizations education and social programs.

Section C. Requirements for Running for or Holding Office:

Part 1. All officers and candidates for office must be currently enrolled UCI students.

Part 2. All officers must be voting members of ASP.

Section D. Removal From Office:

Part 1. Officers may be removed from office for failure to perform duties or for violation of membership clause.

Part 2. Officers to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

Part 3. A two-thirds majority of quorum present at a regularly scheduled meeting shall be sufficient for removal from office.

Part 4. Any officer may resign by submitting a letter to the President. The President may resign by submitting a letter to the Vice President.

Article 5: Nominations and Elections

Section A. Nominations and elections

Part 1. Nominations for all offices will be taken from the floor of the third-to-last regular meeting of the spring quarter each year.

Part 2. Any member may nominate any other member, including himself or herself.

Part 3. Elections will be held at the second-to-last meeting of the spring semester.

Part 4. Nominations may also be made during the election meeting itself, prior to closing of nominations and taking the vote.

Part 5. A simple majority vote of the quorum present at that meeting will be sufficient to elect an officer. If there are more than two candidates and no candidate receives a majority, there will be a run-off vote between the top two vote recipients in the general meeting. (Remember: If your organization plans to conduct online voting, then please provide a method to include all of your membership and indicate in your constitution)

Section B. Terms of Office and Vacancies:

Part 1. The term of office shall be from the last meeting of each spring semester until the end of the second-to-last meeting of the subsequent spring semester. (Remember: The summer is a good time for new officers to plan and coordinate for the upcoming academic school year)

Part 2. Should a vacancy in office occur, there will be another nomination procedure and election for the vacant office.

Part 3. In the meantime, the Vice President will assume the duties of the President, the Secretary/Treasurer will assume the duties of the Vice President, and the Program Chair will assume the duties of the Secretary/Treasurer should those offices be vacant.

Article 6: Committees

Section A. Program Committee:

Part 1. The only standing committee of ASP is the Program Committee, whose purpose is to plan events and programs for the organization.

Part 2. All decisions of the Program Committee involving committing organization funds in amounts greater than \$?? will require the approval of the majority of those members present at the regular or special meeting of ASP. Similar decisions, but for \$?? or less may be approved by the Program Chair with consent from two officers.

Section B. Other Committees:

Part 1. Other committees may be appointed by a majority vote of the members at a regular meeting of ASP.

Part 2. In appointing such committees, ASP members must specify the purpose and chair or co-char of that committee, and establish its duration.

Article 7: Meetings

Part 1. Regular meetings will be held the first and third Thursdays of every month.

Part 2. Special meetings may be called by any combination of three of the officers. Notice of special meetings must be communicated to all members at least 72 hours in advance of the meeting.

Part 3. To conduct business at any meeting, one half of the entire voting membership must be present to form quorum.

Article 8: Financial Matters

Section A. Responsibilities:

Part 1. Registered campus organizations must follow the University of California Policies Applying to Campus Activities, Organizations, and Students in all financial matters and accept full responsibility for all activities that bear the organization's name as official sponsor.

Part 2. The University shall have the right to audit the financial records of this organization.

Article 9: Faculty/Staff Advisors

Section A. Advisor requirements:

Part 1. This organization may appoint a primary advisor by majority vote of membership.

Part 2. Other persons may serve as special advisors as needed.

Section B. Duties/Responsibilities:

Part 1. The advisor must sign the recognition application each year.

Part 2. Officers should meet with the advisor five times per quarter.

Part 3. An advisor may not vote in ASP matters, hold office or unduly influence decisions of the student organization.

Article 10: Amendments

Section A. Amendments:

Part 1. This constitution can be amended by a two-thirds vote of the entire membership at a regular meeting of ASP.

Part 2. Notification of such a motion must be made to members at least one meeting in advance of the one in which the actual vote is taken.

Part 3. University policies and state and federal laws take precedence over constitution and any and all by-laws.

Part 4. All amendments shall be in consonance with University regulations and policies and shall be filed with the University through the Office of Campus Organizations within two weeks of adoption by the organization.

Section B. By Laws:

Part 1. By-laws can be added to this constitution by a simple majority vote of the entire membership at a regular meeting of ASP.

Part 2. This constitution takes precedence over any and all by-laws.

Article 11: Affiliations

Section A. UCI Affiliations:

Part 1. This organization is a recognized student organization at the University of California, Irvine (UCI), but is not part of the University itself.

Part 2. In all correspondence and business transactions, it may refer to itself as an organization at UCI, but not as part of UCI itself.

Part 3. ASP accepts full financial and production responsibility for all activities it sponsors.

Part 4. ASP agrees to abide by all pertinent UCI policies and regulations. Where UCI policies and regulations and those of ASP differ, the policies and regulations of UCI will take precedence.

Part 5. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization.

Section B. National Affiliation:

Part 1. ASP is the UCI chapter of the National Association of Students of Psychology (NASP).

Part 2. Where NASP guidelines, regulations, or policies differ from those of UCI, UCI's policies, regulations, and guidelines take precedence.

Date approved by organization _____

Signature of Presiding Officer _____

Reviewed by Office of the Dean of Students _____

Date _____