

EXAMPLE CONSTITUTION FOR REFERENCE ONLY

Constitution Template for Registered Campus Organizations University of California, Irvine

This document is intended to serve as a constitution template for reference only. Often RCOs may encounter organization logistical problems that can be solved through a constitution such as removal of officers or disbursement of club financial records. RCOs may structure their organization to accomplish their purposes and goals. This document is only an example to follow. Please review the RCO requirements before beginning your constitution, visit (Section 70.00): https://aisc.uci.edu/policies/pacaos/uc_uci_policies.pdf

For additional information and assistance please contact:
Campus Organizations & Volunteer Programs
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Article 1: Name of the Organization

This is the organization's official name that will be used in all University publicity materials and correspondence. Organizations can also mention other shortened unofficial names or preferred acronyms for their orgs in their constitution. If the organization chooses to have the University name as a part of its official name it must be written as follows, "(name of the org) at UCI." Remember the trademark information from the COOL.

Example of Article 1: "This organization shall be named_____hereinafter referred to as (acronym)."

Article 2: Purpose of the Organization

The mission statement of the organization that describes the organization's purpose, short-term and long-term goals, and its audience should be stated in this article. Mission statement is an important document that specifies the purpose of establishing the organization, how it is willing to make a difference, and on which demographics it is going to have an impact. It is recommended to have a broad enough purpose statement that allows the organization to have multiple spheres of activity and specific enough to show uniqueness of the organization.

Article 3: Membership Practice

It is important to note that membership of RCOs must not be biased or have anything to do with discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, except in cases of fraternity and sorority organizations

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which are exempt by federal law concerning discrimination on the basis of sex. *A statement reflecting the non-discrimination policy should be included in your constitution.* Please remember the UCI Principles of Community Agreement that your RCO signers signed to become registered.

Please discuss the following matters in this article:

- I. Membership requirements
- II. Rights as a member
- III. Types of membership
- IV. Withdrawal/Removing of members

Article 4: Officers

Officers are the individuals in charge of organization affairs such as registration, meetings, planning and budgeting (e.g., President, Vice President, signers for your RCO, etc.). They are enrolled UCI students. All officers must maintain good academic and disciplinary standing with the University. Possible positions include: President, Vice-president, treasurer, secretary, historian, or others.

Make certain to discuss the following:

- I. General responsibilities and duties of officers
- II. Qualifications for becoming an officer
- III. Terms of office
- IV. Process of filling vacated offices
- V. Removing ineligible officers

Article 5: Nominations and Elections

Officers and members of RCOs often change every year thus having a clear and specific nomination and election process that is explained in the constitution would benefit the stability the organization.

Make certain to explain the following:

- I. Time of the elections
- II. Nominations
- III. Election procedures

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Article 6: **Committees**

- I. Clearly discuss the name, goals and responsibilities of a committee and whether it is a temporary or special committee.
- II. Explain the process by which members and the person in charge of each committee are chosen.
- III. It is important to discuss the duration of temporary and special committees and also when and in what situations committees can be established.
- IV. State how decisions are made in committees.

Article 7: Meetings

Types of meetings: staff/executive meetings, general meetings, committee meetings, etc.

Make certain to discuss the following:

- I. Time, duration, and methods that will be used to conduct the meetings.
- II. Who is responsible for taking meeting minutes and keeping related records and notes of all meetings?

Article 8: Financial **Records**

The University shall have the right to audit the financial records of this organization. If the organization receives funds from the University then they must comply with all policies and procedures issued by the funding authorities.

Also consider clarifying the following:

- I. Dues/membership fees and their deadlines should be stated in the constitution.
- II. Who is responsible for collecting/monitoring fees and organization's finances?
- III. Discuss whether members are allowed to fundraise to pay for their membership fees/dues.
- IV. What are the main expenditures and how organization funds are being used?

Article 9: Advisors

An organization advisor is a mentor, teacher, religious leader, or a professor who is selected by the organization to provide guidance and valuable advice and insight to students outside of classroom setting. However, advisor is not someone who ensures that regular meetings are

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held on time or someone who makes sure that rooms are reserved for events or meetings. An advisor does not set goals for the organization, make leadership decisions or take control of the organization. Learn more about advisor support here:

<https://campusorgs.uci.edu/resources/advisor.php>

Also, consider clarifying the following matters:

- I. Having an on-campus faculty advisor or off-campus advisor.
- II. Criteria for selecting/electing an advisor.
- III. Responsibilities/roles of the advisor.

Article 10: **Amendments**

- I. There should be separate amendment procedures for the by-laws and the constitution. By-laws are supposed to be easier to amend than the constitution.
- II. When proposing amendments, all amendments must agree with University regulations and policies.
- III. Consider stating the process of proposing an amendment to the constitution and the person who does it in the org's constitution.
- IV. Discuss who can vote on the amendment and how many votes are required for passage.

Signature of presiding officer: _____

Date approved by organization: _____