

SAMPLE CONSTITUTION

Following you will find the general format for drawing up a constitution for an organization that is to be registered at La Sierra University. In order to register, each organization must submit a Constitution, along with the required Registration Form.

Article I: Name

State the name of the organization.

Article II: Purpose

State the purpose of the organization

Article III: Membership

Section I: How membership will be defined

Section II: Eligibility requirements

Section III: Expulsion of members (if applicable)

NOTE: University Policy states: "Membership in student organizations is limited to La Sierra University students, faculty and staff. Student organizations must conform to the Board of Trustees policies regarding non-discrimination on the basis of race, color, national or ethnic origin, sex, weight, height, marital status, or disability."

Article IV: Officers

Section I: List what officer positions will be

Section II: State the qualifications for each office

Section III: State how long an officer is appointed for their term

Section IV: State the responsibilities of each officer

Article V: Meetings

Section I: State when regular meetings will occur.

Section II: State the policy on calling special meetings.

Section III: State the policy on a quorum at any regular or special meeting.

Article VI: Elections

Section I: State when elections will regularly be held (must be before Spring Semester Break)

Section II: State the organization's policy on who can vote

Section III: State when the notice of election and election results will occur

Article VII: Advisors

State the number of advisors to be chose, how they are to be chosen, their responsibilities and duties, and their place in the organization (i.e. full member, partial member, etc.)

NOTE: University Policy states: "Student organizations shall have one or more advisors. One advisor must sign the registration form and be a faculty or staff person."

Article VIII: Committees

State the committees in the organization, along with their duties and responsibilities and how members are selected for the committees.

Article IX: Dues

State the organization's policies on dues.

Article X: Handling of Funds

State the organization's policy on the proper procedure for handling money for the organization.

University Policy States: "All funds collected on campus must be deposited in the student organization's account. The Treasurer shall be the primary officer designated to handle the organization finances and manage the account. Other officers may be authorized as indicated on the registration form."

Article XI: Amendments and Revisions

Section I: Constitution may be amended by 2/3 or 3/4 of total membership.

Amendments may be tabled for vote at a later meeting.

Section II: Provision for advance notice of amendments.

Section III: Provision for notifying Student Life & the Office of Student Activities of any amendments.