

## Constitution Guidelines for SOMeCA Registered Student Organization

Constitutions lend stability to organizations by providing a common framework within which members agree to work. Constitutions also state an organization's purpose and processes.

**Constitutions are required by all UCSC Registered Student Organizations and must be in agreement with University policies.** The section below includes the elements required by the University, as well as suggestions (see the [Student Policies & Regulations Handbook](#) for additional information). Organizations are encouraged to discuss and design their own processes and make additions as necessary.

As part of your registration process:

- Attach an up-to-date copy of your constitution to your *Application for Registration*
- You will be notified of its approval or any revision required to meet University policy
- Submit all newly amended constitutions to SOMeCA within one week of their adoption

If you have any questions, please contact the SOMeCA office at (831) 459-2934 or at [soar@ucsc.edu](mailto:soar@ucsc.edu).

### Writing A Constitution

In the sample below, the sections and statements in ***bold and italics*** are required to be stated in your organization's constitution per university policy. Words not in bold and italics are suggestions. For assistance writing your constitution, ask your SOMeCA advisor for help or for a fill-in-the-blank constitution.

#### ***Section 1: The Name of this organization shall be...***

- The name of the University can only be used as a geographical designation:
  - e.g. the Alphabet Club at UCSC; but may not be UCSC Alphabet Club.

#### ***Section 2: The purpose of this organization shall be to...***

- State the primary purpose of the organization.

#### ***Section 3: Statements of Responsibility***

- ***Accept responsibility for compliance with University policies and campus regulations.***
- ***Understand and agree to abide by the provisions of the anti-hazing statutes in the California Education Code or Penal Code (as amended, effective January 1st, 2007).***
- ***Affirm that the rules, regulations and policies of the University of California and UCSC shall supersede the rules, regulations, policies and/or bylaws of any affiliated international, national, regional or local organization.***

#### ***Section 4: Membership*** (state any criteria for membership)

- *All UCSC students interested in the purpose of this organization are eligible for membership.*
- *Membership is open to any students regardless of gender, ethnicity, religion, etc. with the exception of incorporated sororities and fraternities, which may be limited by gender.*
- *Membership is limited to currently registered UCSC students. Non-students are welcome to participate in activities, but may not be members, hold office, or vote. Non-students must complete non-student participation forms.*

**Section 5: *Membership may be rescinded by...***

- e.g. a 2/3s majority vote of members present at a regular meeting. Reasons for rescinding membership shall be introduced at a regular meeting before the vote. The member in question shall be notified at least 24 hours in advance at their UCSC email address and shall be allowed to reply to the accusation at the meeting where the vote is taken.

**Section 6: *Qualifications for Officers/Authorized Representatives:***

- *Must be a currently registered student at UCSC.*
- Add any additional qualifications (if any):
  - e.g. must have been an active member for at least one quarter.

**Section 7: *Duties and Responsibilities of Officers/Authorized Representatives:***

- Please list all Officer/Authorized representatives titles and duties:
  - e.g. President: facilitates all meetings, represents the organization, and convenes the executive committee at least monthly, etc.
  - e.g. Secretary: keeps minutes of all regular and executive committee meetings and notifies members of meetings, etc.
  - e.g. Treasurer: collects dues, keeps records of income and expenses, makes regular financial reports, expends funds at the direction of the membership, etc.

**Section 8: *Election and Removal of Officers/Authorized Representatives:***

- *Officers/Authorized Representatives shall be elected by...*
  - e.g. simple majority vote, consensus, or secret ballot vote of the members present at a regularly scheduled meeting
- *And shall serve for...*
  - e.g. one calendar year or following academic year, etc.
- *Officers/Authorized Representatives may be removed by:*
  - e.g. a 2/3s majority vote of members present at a regular meeting. Reasons for rescinding membership shall be introduced at a regular meeting before the vote. The member in question shall be notified at least 24 hours in advance at their UCSC email address and shall be allowed to reply to the accusation at the meeting where the vote is taken.

**Section 9: *Organization Decision-Making:***

- ***Quorum shall be...***
  - (Minimum number of members needed to be present at a meeting for a vote)
- ***Voting privileges shall be granted to...***
  - e.g. Members who have attended two consecutive meetings, etc.
- ***The organization shall make decisions by...***
  - e.g. consensus, simple majority vote, 2/3s majority vote, etc. Additionally you may also delegate certain decisions to specific subcommittees.

**Section 10: *Financial records procedure shall be...***

- Describe any regular fundraising activities such as dues, sales, dances and the purpose for which funds are raised. Describe the budget, record keeping and reporting processes for your organization.

**Section 11: *Amendments to the Constitution shall be approved by...***

- e.g. simple or 2/3s majority vote or consensus of members present at a regularly scheduled meeting where quorum is met or of the total of membership.

**Section 12: *This constitution has been formally approved by the membership of the organization.***

- At the end of your constitution, please include the name, signature, and date of one current Authorized Representative