



# CAMPUS ORGANIZATION CONSTITUTION

**Directions:** To register a campus organization with the Office of Student Life, you must submit a constitution or equivalent document that has been approved by your group's members. Use of this form is optional; you may develop your own constitution as long as it includes the information required in the *UCSB Campus Regulations Applying to Campus Activities, Organizations and Students*. The most recent constitution on file in Office of Student Life will be the one considered valid by the University. **Revisions and amendments are not valid until they are filed in OSL.** Please provide copies of any changes to OSL as soon as they are adopted. **An answer to all sections is required.**

## Article I: Name

*According to UCSB policy, "a registered campus organization shall not use the name of the University of California or abbreviations thereof as a part of its name except in accordance with the campus regulations" (generally, this means getting special approval from the Chancellor). However, "UCSB" can be used as a geographical designation (e.g.: Chess Club at UCSB).*

A. The official name of the organization is:

## Article II: Purpose

A. The organization's purpose is:

## Article III: Membership Requirements

*All voting members of a registered campus organization must be UCSB students, staff, or faculty members. All others may be considered Non-voting/Associate members. Please list any additional membership requirements for your group.*

A. Voting members of this organization must meet the following requirements:

## Article IV: Officers/Elections

*All officers of a registered campus organization must be UCSB students, staff, or faculty members. Please list any additional requirements for your group's officers.*

A. The titles and duties of the officers of this organization shall be:

Title

Duties

B. The term of office shall be:

C. The requirements for persons running for and holding office shall be:

D. The nomination and election of officers is held:

E. The nomination of officers is conducted as follows:

F. The election of officers is conducted as follows:



G. Officers may be removed from office by the following procedures:

H. Vacancies occurring in any elective office between regular election times are filled as follows:

**Article V: Meetings**

*Please list any requirements for frequency of meetings, quorum, procedures (such as using Robert's Rules of Order), etc.*

A. Meetings of this organization are conducted according to the following requirements:

**Article VI: Committees**

A. The standing committees of this organization are:

**Article VII: Affiliations**

*If the organization is formally affiliated with any off-campus organization, that organization must be named and a copy of its constitution, by-laws, and/or operational guidelines must be attached.*

A. This organization is affiliated with the following off-campus, local, state, and/or national organization(s):

**Article VIII: Financial Matters**

*Registered campus organizations must follow the UCSB Campus Regulations Applying to Campus Activities, Organizations and Students in all financial matters and accept full responsibility for all activities which bear the organization's name as official sponsor. All funds raised using University facilities must be deposited in an Office of Student Life trustee account and may be withdrawn in accordance with the organization's purpose. Only the individuals whose names are on file with the Office of Student Life can authorize expenditures for the organization. Please list any additional requirements for your organization's financial matters.*

A. The following requirements shall be followed in all financial matters of the organization:

B. Membership dues are \$ \_\_\_\_\_ per \_\_\_\_\_.  
(week, month, quarter, or year)

**Article IX: Constitutional Amendments**

*Amendments to a constitution normally require a two-thirds vote of the general membership. Any amendment, deletion or addition must be filed with the Office of Student Life within one week of adoption. Please list any other requirements for constitutional amendments.*

A. This constitution may be amended as follows:

Date approved by organization \_\_\_\_\_ Signature of presiding officer \_\_\_\_\_

Approved by Office of Student Life \_\_\_\_\_ Date \_\_\_\_\_