**UC** Santa Barbara | Student Engagement & Leadership 

**Organization Constitution Template**

To register a campus organization with Student Engagement & Leadership, you must submit a **constitution or equivalent document** that has been approved by your group’s officers/members. Use of this form is optional; your organization may develop its own constitution as long as it includes the information required in the *UCSB Campus Regulations Applying to Campus Activities, Organizations and Students* (available online at [www.sa.ucsb.edu/policies/](http://www.sa.ucsb.edu/policies/))*.*

Only the most recent constitution on file in Student Engagement & Leadership will be the one considered valid by the University. **Revisions and amendments are not valid until they are reviewed and approved by a University Advisor in SEAL.** Please update your organization’s page on Shoreline with copies of any changes to your organization’s constitution as soon as they are adopted. **All sections below are required.** If you have any questions, please contact us by E-Mail CampusOrgs@sa.ucsb.edu.

**ARTICLE I: NAME**

*Based on systemwide policy, registered campus organizations cannot use the name of the University of California in a way that suggests that the organization is an official campus entity without special approval by a campus Chancellor.*

*Example of acceptable organization name: Community Service Club at UCSB
Example of* ***unacceptable*** *organization name: UCSB Community Service Club*

1. 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.*

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

 Title Duties

1. The term of office shall be:
2. The requirements for persons running for and holding office shall be:
3. The nomination and election of officers is held:
4. The nomination of officers is conducted as follows:
5. The election of officers is conducted as follows:
6. Officers may be removed from office by the following procedures:
7. Vacancies occurring in any elective office between regular election times are filled as follows:

**ARTICLE V: MEETINGS**
*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 an official sponsor. All funds raised using University facilities must be deposited in an Student Engagement & Leadership trustee account and may be withdrawn in accordance with the organization’s purpose. Only the individuals whose names are on file with the Student Engagement & Leadership can authorize expenditures for the organization if a campus account exists. Please list any additional requirements for your organization’s financial matters.*

1. The following requirements shall be followed in all financial matters of the organization:
2. Membership dues are $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**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 submitted via your Shoreline page to Student Engagement & Leadership within one week of adoption. Please list any other requirements for constitutional amendments.*

 A. This constitution may be amended as follows:

**(OPTIONAL) ARTICLE X: ORGANIZATIONAL MEMBERSHIP & MISCONDUCT**

*If a member of the registered campus organization is involved in a University misconduct case, the member is required to notify the organization’s officers. The individual may be transitioned to limited membership activity as dictated by the organization (including regional/national guidance if they exist).*

**SIGNATURE OF PRESIDING OFFICERS**

| **Signature** | **Title** | **Date** |
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| **Signature** | **Title** | **Date** |
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| **Signature** | **Title** | **Date** |
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