

Constitution Template for Student Organizations

University of Southern California

Name of RSO _____

The responsibility for recognition of student organizations falls within Campus Activities in USC Student Life. All RSO functions and programs must operate in accordance with the USC Notice of Non-Discrimination.

This constitution outlines the structure, purpose, and operational guidelines of the organization listed above. Detailed operational information may be included in a separate bylaws document, but the bylaws may not supersede this constitution.

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ARTICLE I. NAME AND PURPOSE

Section A: NAME

Part 1. The official name for this organization is

Part 2. This organization will use the name or its acronym, in all publicity materials and correspondence.

Section B: PURPOSE

Part 1. The purpose of this organization is

Part 2. All activities of this organization must be directed toward this purpose.

ARTICLE II. MEMBERSHIP

Section A: LEVELS OF MEMBERSHIP

Part 1. Voting Membership: The criteria to become a voting member is

Part 2: General Members: The criteria to become a general member is

Part 3. Open Membership: All USC students and USC staff, faculty, alumni, and alumnae are eligible to be non-voting members. Meaningful opportunities for open members to participate in this organization include:

Part 4. Dues may not be a requirement for any level of membership.

Section B: PARTICIPATION AND OPEN MEMBERSHIP

Part 1. Statement of Eligibility and Non-Discrimination: Membership decisions for all levels of membership will not discriminate based on any protected characteristic.

_____’s programs and events are open to all eligible individuals. _____ operates all of its programs and activities consistent with the USC Notice of Non-Discrimination. Eligibility is not determined based on any prohibited factor. The above statement must be included on all event flyers and other promotional materials.

Part 2. Non-Hazing Statement: USC has a zero-tolerance stance with respect to hazing. This organization will not participate in any act or series of actions, whether or not the act is voluntarily agreed upon, tied to initiation, continued membership, or participation in any group or organization, that causes or creates a substantial risk of causing mental or physical harm or humiliation. All Trojans are obligated to comply and have the responsibility to report possible and known hazing incidents. Further information on reporting options is available at report.usc.edu.

Part 3. Open Membership: All USC students and USC staff, faculty, alumni, and alumnae are eligible to be non-voting members and _____ will provide meaningful opportunities to participate.

Section C: MEMBER REQUIREMENTS

Part 1. All members are required to demonstrate support for the purpose of this organization.

Part 2. All members are required to comply with university policies and expectations as outlined in the Student Handbook and elsewhere.

Part 3. Officers will add new members to EngageSC and maintain an up-to-date roster.

Part 4. Voting members must attend at least _____ of all meetings. General members must attend at least _____ of all meetings.

Part 5. Dues: Members may be asked to pay dues in the amount of _____ per semester. Member dues will be used for:

Part 6. Dues may not be a requirement for any level of membership.

Section D. RIGHTS

Part 1. Constitution: All members will have access to the RSO Constitution, bylaws, meeting minutes, and results of votes.

Part 2. All members are eligible to attend all meetings and events of this organization.

Section E. MEMBER REMOVAL

Part 1. may remove any member for failure to uphold provisions of the Constitution and/or By-Laws and/or failure to adhere to the requirements for membership as stated above.

Part 2. Officers must first notify the advisor of intent to remove the member and reasons for their removal.

Part 3. Members to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

Part 4. at a regular or special meeting shall be sufficient to withdraw membership.

Part 5. Officers must notify the advisor of results of the vote for member removal.

ARTICLE III. OFFICERS

Section A: OFFICER TITLES

Part 1. The following positions are required by Campus Activities for all RSOs to ensure there is leadership across all core areas:

The President is an position.

Vice President is an position.

Secretary is an position.

Treasurer is an position.

Programming Chair is an position.

Part 2. In addition to the required positions, _____ also has the following officer positions:

Section B. OFFICER DUTIES

Part 1. All officers must complete the annual requirements for recognition status, including Hazing Prevention, Event Accessibility, and RSO Officer Training modules.

Part 2. The President shall

Part 3. The Vice President shall

Part 4. The Secretary shall

Part 5. Treasurer shall

Part 6. The Programming Chair shall

Part 7. Duties of Additional Positions:

Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

Part 1. All officers and candidates for office must be currently enrolled USC students.

Part 2. All officers must be voting members of

Part 3. All officers and their positions must be visible on the group's EngageSC page.

Section D. NOMINATIONS AND ELECTIONS

Part 1. Elections will be held according to the USC academic year.

Part 2. For off-cycle elections and appointments, new officers must complete all officer requirements within one month of the election for their RSO to remain active.

Part 3. Nominations for all offices will be taken

Part 4. may nominate any other member, including self nominations.

Part 5. Elections will be held

Part 6. A vote of the quorum present at that meeting will be sufficient to elect an officer.

Part 7. If there are more than two candidates and no candidate receives a majority, the following procedure will be followed:

Part 8. For appointed positions, the following criteria and procedure will be followed:

Part 9. Current officers must update Campus Activities with the names and information of the new officers prior to the end of the academic year.

Section E. REMOVAL FROM OFFICE

Part 1. Officers may be removed from office for failure to perform duties or for violation of the membership clause.

Part 2. Officers must first notify the advisor of the intent to remove the officer and reasons for removal.

Part 3. Officers to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

Part 4. A _____ vote at a regular or special meeting shall be sufficient to withdraw membership.

Part 5. Officers must notify the advisor of results of the vote for officer removal.

Section F. TERMS OF OFFICE AND VACANCIES

Part 1. The term of office shall be _____ from _____ to _____.

Part 2. Should a vacancy in office occur, the duties of the vacant office will be assigned in the interim according to the following procedure:

Part 3. Should a vacancy in office occur, the following procedure will be followed to elect or appoint officers or members to the vacant position:

Section G. OFFICER TRANSITIONS

Part 1. Officer transitions will follow the following procedure:

ARTICLE IV. OPERATING PROCEDURES

Section A. MEETINGS

Part 1. A meeting of _____ shall be held _____.

Part 2. All members will be notified at least one week prior to each meeting.

Part 3. Special meetings may be called by _____. Notice of special meetings must be communicated to all members at least _____ in advance of the meeting.

Part 4. To conduct business at any meeting, a _____ must be present to form a quorum.

Section B: DECISION-MAKING PROCESSES

Part 1. The Executive Board shall put-to-vote any decisions being made concerning the general membership of the RSO to the membership / executive leaders.

Part 2. A quorum is required to constitute a passing vote to conduct business.

ARTICLE V. COMMITTEES

Section A. PROGRAMMING COMMITTEE

Part 1. The only standing committee of _____ is the Programming Committee, whose purpose is to plan meetings, events and programs for the organization.

Part 2. All decisions of the Program Committee involving committing organization funds in amounts greater than _____ will follow the following procedure:

Section B. OTHER COMMITTEES

Part 1. Other committees may be appointed according to the following procedure:

Part 2. In appointing such committees, _____ members must specify the purpose and chair or co-chair of that committee, and establish its duration.

ARTICLE VI. AFFILIATIONS

Section A. USC

Part 1. This organization is a recognized student organization at the University of Southern California, but is not part of the University itself.

Part 2. In all correspondence and business transactions, it may refer to itself as an organization at USC, but not as part of USC itself.

Part 3. _____ accepts full financial and production responsibility for all activities it sponsors.

Part 4. _____ agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of _____ differ, the policies and regulations of USC will take precedence.

Part 5. This organization recognizes and understands that the University assumes no Legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.

Section B. PARENT ORGANIZATION AFFILIATION

Part 1. _____ is the USC chapter of _____.

Part 2. Where _____ guidelines, regulations, or policies differ from those of USC, USC's policies, regulations, and guidelines take precedence.

Section C. SCHOOL/DEPARTMENT/PROGRAM AFFILIATION

Part 1. _____ is affiliated with _____.

Part 2. Where _____ guidelines, regulations, or policies differ from those of USC, USC's policies, regulations, and guidelines take precedence.

ARTICLE VII. FACULTY/STAFF ADVISOR

Section A. ADVISOR REQUIREMENTS

Part 1. As a recognized student organization at the University of Southern California, _____ is required to have an official advisor from the USC faculty and/or staff.

Part 2. The advisor is required to be a full-time faculty or staff member who can act as a Campus Security Authority.

Part 3. Other persons may serve as special advisors as needed.

Section B. DUTIES

Part 1. The advisor must sign the recognition application each year.

Part 2. Officers should meet with the advisor _____ times per semester.

Part 3. Advisors must maintain awareness of organizational activities, including programs and events, votes, and other RSO business.

Part 4. Advisors must maintain open lines of communication with the RSO officers/members and act as a liaison when connecting students with university resources.

Part 5. An advisor may not vote in _____ matters, hold office or unduly influence decisions of the student organization.

Part 6. Advisors must complete annual trainings and other requirements as assigned by Campus Activities.

ARTICLE VIII. GOVERNING DOCUMENTS

Section A. BYLAWS

Part 1. Bylaws can be added to this constitution by a _____ vote of the entire membership at a regular meeting of _____.

Part 2. This constitution takes precedence over any and all bylaws.

Section B. AMENDMENTS

Part 1. This constitution can be amended by a _____ vote of the entire

membership at a regular meeting of .

Part 2. Notification of such a motion must be made to members at least in advance of the meeting in which the actual vote is taken.

Section C. AVAILABILITY OF GOVERNING DOCUMENTS

Part 1. Governing documents, including the constitution and bylaws, must be publicly available on the group's EngageSC webpage in the Documents folder.

Part 2. Groups affiliated with a national organization must provide a link or other information on their EngageSC page indicating where the affiliated national organization's bylaws can be found.

