



Sample Constitution for Student Organizations University of California, Irvine

** Please note that this is a sample constitution to illustrate constitutional format. Feel free to diverge from it as it suits the needs of your organization.*

ARTICLE I. NAME AND PURPOSE

Section A. NAME

Part 1. The official name for this organization is the **Anteater Students of Psychology**.

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

Section B. PURPOSE

Part 1. The purpose of this organization is to **explore and promote academic and career issues related to the field of psychology, and to help those interested in the field to get to know one another better outside the classroom and laboratory.**

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

ARTICLE II. MEMBERSHIP

Section A. REQUIREMENTS

Part 1. All currently enrolled students, both undergraduate and graduate, and UCI staff, faculty, alumni, and alumnae are eligible to be voting members.

Part 2. All members who are not currently enrolled UCI students or UCI staff, faculty, alumni, and alumnae are eligible to be non-voting members.

Part 3. All members are required to demonstrate support for the purpose of this organization.

Part 4. Membership decisions will not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.

Part 5. All members are required to pay **a \$1 annual** membership fee prior to taking part in any organization activity.

Section B. RIGHTS

Part 1. All members are eligible to attend all meetings and events of this organization.

Part 2. If a fee is charged to attend a particular event, the membership will establish a fee scale for voting members, non-voting members, and others as appropriate.

Section C. WITHDRAWAL OF MEMBERSHIP

Part 1. Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.

Part 2. A **simple majority** vote of the quorum of membership at a regular or special meeting shall be sufficient to withdraw membership.

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.

ARTICLE III. OFFICERS

Section A. OFFICER TITLES

President

Vice President

Secretary/Treasurer

Program Committee Chair

Section B. DUTIES

Part 1. The President **will chair all meetings of ASP and will call special meetings as needed. The President will vote on ASP matters only in case of a tie.**

Part 2. The Vice President **shall chair any ad hoc committees or task forces of the organization.**

Part 3. The Secretary/Treasurer **will take, record, and file meetings minutes; produce all official correspondence for the organization, and maintain records and report on the financial transactions of ASP.**

Part 4. The Program Committee Chair **will direct the planning of the organizations education and social programs.**

Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

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

Part 2. All officers must be voting members of **ASP.**

Section D. NOMINATIONS AND ELECTIONS

Part 1. Nominations for all offices will be taken from the floor of the **third-to-last regular meeting of the spring quarter each year.**

Part 2. Any member may nominate any other member, including himself or herself.

Part 3. Elections will be held **at the second -to-last meeting of the spring semester.**

Part 4. Nominations may also be made during the election meeting itself, prior to closing of nominations and taking the vote.

Part 5. A simple majority vote of the quorum present at that meeting will be sufficient to elect an officer. If there are more than two candidates and no candidate receives a majority, there will be a run-off vote between the top two vote recipients in the general meeting.

Section E. REMOVAL FROM OFFICE

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

Part 2. 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 3. A two-thirds majority of quorum present at a regularly scheduled meeting shall be sufficient for removal from office.

Part 4. Any officer may resign by submitting a letter to the President. The President may resign by submitting a letter to the Vice President.

Section F. TERMS OF OFFICE AND VACANCIES

Part 1. The term of office shall be from the last meeting of each spring semester until the end of the second-to-last meeting of the subsequent spring semester.

Part 2. Should a vacancy in office occur, there will be another nomination procedure and election for the vacant office.

Part 3. In the meantime, the Vice President will assume the duties of the President, the Secretary/Treasurer will assume the duties of the Vice President, and the Program Chair will assume the duties of the Secretary/Treasurer should those offices be vacant.

ARTICLE IV. MEETINGS

Section A. Regular meetings will be held the first and third Thursdays of every month.

Section B. Special meetings may be called by any combination of three of the officers. Notice of special meetings must be communicated to all members at least 72 hours in advance of the meeting.

Section C. To conduct business at any meeting, one half of the entire voting membership must be present to form quorum.

ARTICLE V. COMMITTEES

Section A. PROGRAM COMMITTEE

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

Part 2. All decisions of the Program Committee involving committing organization funds in amounts greater than \$25.00 will require the approval of the

majority of those members present at the regular or special meeting of **ASP**. Similar decisions, but for \$25.00 or less may be approved by the Program Chair with consent from two officers.

Section B. OTHER COMMITTEES

Part 1. Other committees may be appointed by a **majority** vote of the members at a regular meeting of **ASP**.

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

ARTICLE VI. AFFILIATIONS

Section A. UCI

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

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

Part 4. **ASP** agrees to abide by all pertinent UCI policies and regulations. Where UCI policies and regulations and those of **ASP** differ, the policies and regulations of UCI 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.

Section B. **NATIONAL AFFILIATION**

Part 1. **ASP** is the UCI chapter of the **National Association of Students of Psychology**.

Part 2. Where **NASP** guidelines, regulations, or policies differ from those of UCI, UCI's policies, regulations, and guidelines take precedence.

ARTICLE VII. FACULTY/STAFF ADVISOR

Section A. ADVISOR REQUIREMENTS

Part 1. This organization may appoint a primary advisor by **majority** vote of membership.

Part 2. 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 **five** times per quarter.

Part 3. An advisor may not vote in ASP matters, hold office or unduly influence decisions of the student organization.

ARTICLE VIII. BY-LAWS AND AMENDMENTS

Section A. BY-LAWS

Part 1. By-laws can be added to this constitution by a simple majority vote of the entire membership at a regular meeting of ASP.

Part 2. This constitution takes precedence over any and all by-laws.

Part 3. University policies and state and federal laws take precedence over constitution and any and all by-laws.

Section B. AMENDMENTS

Part 1. This constitution can be amended by a two-thirds vote of the entire membership at a regular meeting of ASP.

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

Part 3. All amendments shall be in consonance with University regulations and policies and shall be filed with the University through the Office of the Dean of Students within two weeks of adoption by the organization.

ARTICLE IX. FINANCIAL MATTERS

Section A. RESPONSIBILITIES

Part 1. Registered campus organizations must follow the **University of California Policies Applying to Campus Activities, Organizations, and Students** in all financial matters and accept full responsibility for all activities that bear the organization's name as official sponsor.

Part 2. The University shall have the right to audit the financial records of this organization.

Date approved by organization _____

Signature of Presiding Officer _____

Reviewed by Office of the Dean of Students _____ Date _____