

Creating an Electronic Constitution

Each campus organization must submit their constitution via OrgSync upon registration.

The constitution must include:

- Statement of Purpose - Same as the one you used for Registration
- Eligibility for Voting Privileges (who gets to vote)
- Voting Procedures (when and how do you vote)
- Provision to make financial records available - A statement such as the following covers this: "We will make financial records available to university administrators upon request"
- Organizational Structure (Officers) - If you only have 2 officers, say it.
- Procedures for amending the constitution (simple majority or 2/3)

Contact Student Organizations, Leadership & Engagement by emailing uclasole@ucla.edu if you would like help with a constitution or would like to see a sample Constitution.