

this is an example of a constitution

The Constitution of a *New Organization at the University of California, Los Angeles*

Article I - General Provisions

1. The name of this organization shall be the *New Organization at UCLA*.
2. The membership of this organization shall consist of any UCLA student, undergraduate or graduate.
3. For the purposes of this Constitution, a registered member is defined as one who attends meetings on a regular basis.
4. The financial records of this organization shall be made available to university administrators upon request.
5. The *New Organization* does not discriminate on the basis of race, color, national origin, religion, sex, handicap or age in any of its policies, procedures, or practices.

Article II - Purpose

1. To promote the understanding of how to establish a constitution for new organizations.
2. To encourage student involvement and to promote service activities within said community.
3. To act as a medium for the members social, cultural and political objectives.

Article III - Organization

1. The Board
 - A. The board shall consist of the following offices in order of succession
 - a. The President
 - b. The First Vice President
 - c. The Second Vice President
 - d. The Secretary
 - e. The Treasurer
 - B. If the president decides, under the power granted to him/her by the Constitution, that a new, appointive position is necessary for his/her administration, the appointee must be confirmed by a vote of the general membership.
2. The President
 - A. Powers

- a. Appoint committee chairpersons
- b. Appoint members to newly-created positions
- c. Fill vacancies in elective and appointive offices
- d. Call special meetings of the entire organization or Board when deemed necessary
- e. Act as an ex-officio member of all committees
- f. Call a special election when necessary

B. Duties

- a. Preside over all meetings of the organization
- b. Act as official representative of the organization
- c. Sign all necessary correspondence

3. The First Vice President

A. Powers

- a. The First Vice President shall assume all the powers of the President when the President is absent or is unable to execute the duties of the office
- b. Act as an ex-officio member of all committees
- c. Sign all necessary correspondence

B. Duties

- a. Perform the duties of the President in his/her absence or when he/she is unable to execute the duties of the office.
- b. Coordinate external affairs
- c. Along with the Second Vice President, ensure that a newsletter is published and distributed to each registered member

4. The Second Vice President

A. Powers

- a. Act as an ex-officio member of all committees
- b. In charge of all elections with First Vice President

B. Duties

- a. Coordinate internal affairs
- b. Along with the First Vice President, ensure that a newsletter is published and distributed to each registered member

5. The Secretary

A. Duties

- a. Keep an accurate written record of each general meeting or board meeting
- b. Keep a record of all committee decisions and activities
- c. Handle all correspondence

6. The Treasurer

A. Powers

- a. Handle all financial transactions

B. Duties

- a. Keep an accurate record of all income and expenditures
- b. Report monthly to the President and the general membership on the financial status of the organization

Article IV - Elections

1. Voting

- A. All registered members shall be allowed to vote
- B. All officers appointed by the President shall be approved by consent of the general membership

2. The Election Process

- A. The election for office shall be held by secret ballot
- B. Elections for office shall be held annually. They are to be held no later than Friday of the third week of spring quarter. The newly elected officers shall begin their terms immediately at the end of spring quarter
- C. Write-in voting shall be legal and possible on all ballots for the election of officer candidate(s) for the office in question
- D. A recount, and if necessary, another election shall take place if desired by the candidate(s) for the office in question
- E. A simple majority (fifty percent plus one vote) of votes cast is required for election to any office. If no candidate receives a simple majority, then a runoff election between the two candidates receiving the most votes for the office (s) in question shall be held the following week
- F. Completed ballots will be counted and verified by the SOLE Advisor.

3. The Elected offices shall be:

President, First Vice President, Second Vice President, Secretary and Treasurer

4. Qualifications

Any registered member desiring to be considered a candidate, for any elective office shall meet the following requirements:

- A. Be a registered member of the *New Organization*.
- B. Candidates for President, First Vice President, and Second Vice President must have served at least two (2) quarters as a registered member of the *New Organization*.

Article V - Recall Elections

1. All elected officers are subject to recall by a petition signed by at least twenty percent (20%) of all registered members. Such recall elections shall be held within fifteen (15) school days after said petition is submitted to the general membership and to the officers in question, provided that the petition is found to have the required number of valid signatures.
2. The petition that is presented must state the reasons for which the officer is being recalled. All signers of the petition must know that they are requesting a recall of an officer on the specific grounds stated on the petition.
3. A two-thirds (2/3) vote is necessary for recall
4. Any officer subjected to recall shall be given the opportunity to address the organization before the election. After the officer being recalled has had the chance to address the organization, he/she must not be present during pre-vote discussion or during the vote for recall.
5. Any appointed officer may be removed by a simple majority vote of the general membership. Any stipulations from Article V, Section IV, that are not mentioned in this section must also be adhered to.
6. If an officer is recalled, the President, under the powers granted to him/her by the Constitution may appoint a different member to fill the vacant office.

Article VI - Amendment Process

1. A constitutional amendment may be proposed by any member. It must then be present to the general membership. Proposed amendment must be made available to all members at least five (5) school days prior to voting. Any proposed amendment requires a two-thirds (2/3) approval and shall go into effect immediately, unless otherwise specified, but never later than the last day of the quarter when it was approved.