

**STUDENT INVOLVEMENT**  
**California State University, Fresno**

**CONSTITUTION AND BYLAWS**

**enter the official name of the organization at California State University, Fresno**

**Article I – Name:** The name of this organization is enter the official name of the organization (optional - include chapter designation, if part of a national organization).

**Article II – Purpose:** The purpose of this organization is enter the purpose of your organization. This statement will be used to describe what the organization is about to those looking for or at student organizations to join or work with.

**Article III – Authority**

- Section 1 This organization is a recognized student organization at California State University, Fresno and adheres to all campus policies as set forth in the Handbook for Student Organizations and Use of Campus Facilities and Grounds.
- Section 2 This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).
- Section 3 The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not consistent with these bylaws and any special rules of order the organization may adopt.
- Section 4 This organization is affiliated with enter name of affiliated organization or none.

**Article IV – Membership**

- Section 1 Membership in the organization shall be open to all those regularly-enrolled California State University, Fresno students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.
- Section 2 Membership must be comprised of at least five (5) currently enrolled California State University, Fresno students.
- Section 3 Only current California State University, Fresno student members may vote or hold office.
- Section 4 This organization [Select One] have associated members who are non-California State University, Fresno students. By California State University policy, no more

than 20 percent of the membership shall be individuals who are not CSU students (eg., faculty, staff, community members, students at other college, etc.).

- Section 5 Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. Only fraternities and sororities with federal documents on file with the office of Student Involvement are permitted to discriminate on the basis of sex, as outlined by Federal Law in Title IX. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.
- Section 6 This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.
- Section 7 This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.
- Section 8 Members [Select One] be required to pay dues.
- Section 9 Other requirements: enter other membership requirements or none.

## **Article V – Officers/Elections**

- Section 1 The elected officers will be list officer titles ONLY. For example President, Vice President, Secretary, and Treasurer.
- Section 2 Powers and Duties of Officers:
- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall have such further powers and duties as may be prescribed by the organization. List additional officer duties here
  - b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant. List additional officer duties here
  - c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain an ASI Trust account in the organization's name, requiring

signatures of both the Treasurer and President for authorized disbursements. List additional officer duties here

- d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization. List additional officer duties here
- e. List duties of any additional elected or appointed officers

Section 3 Qualifications necessary to hold office in this organization are as follows:

- a. To be eligible for and to hold office, candidates must meet the requirements of CSU's policy on minimum academic qualifications for student office holders for major and minor student officers or representatives that is found at <http://www.calstate.edu/AcadAff/codedMemos/AA-2012-05-attachment.pdf>.

The president and treasurer of the student organization are required to meet the minimum requirements established for minor student representative student officers.

Minimum Academic Qualifications: Students must be matriculated at a CSU campus maintaining a minimum on campus 2.0 term grade point average (GPA), are in good standing, and must not be on academic, disciplinary or administrative probation.

Incumbent Unit Load: Undergraduate incumbents must earn 6 semester units per term while holding office. Graduate and credential incumbents must earn 3 semester units per term while holding office.

Incumbent Maximum Allowable Units: Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.

- b. list other additional qualifications, such as academic requirements, length of time one has been a member, etc.

## **Article VI – Selection of Officers**

Section 1 The list officer titles listed above. For example President, Vice President, Secretary, and Treasurer are elected enter when elections will be either annually or semesterly Elections are held at the end of each fall/spring semester/quarter and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.

- Section 2 Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
- Section 3 The officers shall be elected in this order: President, Vice President, Treasurer, and Secretary.
- Section 4 Officers shall be elected by majority vote. Optional: If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the revote results in a tie a coin will be flipped
- Section 5 Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.
- Section 6 The following officers shall be appointed by the President or Executive Committee. Indicate if ratification by a majority vote of the membership is required.
- Section 7 Officers shall assume office on the first day of the semester following the election and shall serve for length of term of office.
- Section 8 Officers may be recalled from office for cause. To initiate a recall election, a petition signed by specify number, such as one-third of the total number of voting members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.
- Section 9 If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President for the interim. Vacancies in any elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

## **Article VII - Meetings**

- Section 1 Regular meetings shall be scheduled [Select One] during the academic year.
- Section 2 Special meetings may be called by any elected officer. All members must be given a minimum of 24 hours notice prior to the meeting time.
- Section 3 Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership. A quorum for this organization is further defined as 50%+1 of the voting membership.

Section 4 Members must be present to vote. Absentee or proxy voting is not permitted.

Section 5 In order to vote a member must be in good standing. State what constitutes "good standing." This may include payment of dues or meeting attendance requirement. If there is an attendance requirement, specify the number of excused and/or unexcused absences that results in loss of voting privileges, and define what constitutes an excused absence, if applicable.

#### **Article VIII – Advisor:**

Section 1 The organization shall [Select One] an individual employed on a half time or more basis as a faculty or staff member by California State University, Fresno to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Handbook for Student Organizations and Use of Campus Facilities and Grounds.

Section 2 Advisors shall serve on an academic year basis or until their successor has been selected.

Section 3 If an advisor is deemed to be ineffective by the organization, the advisor(s) may be removed from their role by majority vote of a quorum of the membership at a regularly scheduled meeting. A minimum of seven days' notice must be given prior to such a vote.

#### **Article IX – Executive Committee**

Section 1 The Executive Committee shall consist of the elected and appointed officers, with the advisor serving as non-voting member.

Section 2 The Executive Committee shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours' notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

Section 3 When necessary, Executive Committee business can be conducted via email or via online meetings.

Section 4 The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 5 The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

## **Article X – Standing and Ad Hoc Committees**

- Section 1 The organization shall have the following standing committees: List all standing committees, such as Membership, Fund Raising, Program, Social, Bylaws, Nominations, Finance, Public Relations, etc..
- Section 2 The duties of each of Standing Committees are as follows: List the duties for each of the committees listed above.
- Section 3 The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.
- Section 4 The President shall appoint the chairpersons and members of all committees  
Optional: subject to ratification of the membership.

## **Article XI – Finances**

- Section 1 Membership dues shall be \$XX per semester/quarter/academic year.
- Section 2 Dues shall be paid by specify due date, such as “second week of each semester/quarter/academic year.” Optional: There shall be a late fee of [\$XX/\$XX per week.
- Section 3 This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting.
- Section 4 Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.
- Section 5 The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding \$XXX.
- Section 6 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

## **Article XII Discipline of Members**

- Section 1 All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1097 and/or 1098 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1097 and 1098 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject

matters covered by Executive Orders 1097 and 1098 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

- Section 2 Official recognition of a student organization may be withdrawn for hazing. As used in this section “hazing” or “haze” is conduct which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to another person in the course of the other person’s pre-initiation into, initiation into, affiliation with, holding office in, or maintaining membership in any organization. The terms “hazing” or “haze” do not include customary athletic, fire department, police department, military, or quasi-military training, conditioning, or similar events or activities.
- Section 3 If an organization loses recognition or benefits as a result of action taken by the Assistant Dean of Students, it may appeal to the Dean of Students.
- Section 4 A final appeal may be filed with the Dean of Students within ten (10) work days after receiving written notification from the Assistant Dean of Students if the organization does not accept the decision and/or the sanctions. The written appeal must state all reasons why the student organization does not accept the decision of the Assistant Dean of Students. The Dean of Students may meet with organization representatives or make his/her decision based on the information submitted for review and the written request for appeal. Written notification of his/her decision and any sanctions shall be sent to the organization within ten (10) working days after having received the appeal. The decision of the Dean of Students is final.
- Section 6 A description of the student club & organization conduct review process is available: <http://www.fresnostate.edu/studentinvolvement>
- Section 7 Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the organization or for conduct which grossly impairs the rights of members to enjoy the benefits of the organization. The alleged offense must be in writing and submitted by a member. After the alleged offense has been submitted to the organization, the accused member shall have a right to a hearing before the organization at a regular meeting and may be suspended or expelled only upon the affirmative vote of three-fourths of the voting members present. The accused member has the right to appeal an adverse decision at a regular meeting, and the accused member shall be reinstated unless the suspension or expulsion is again approved by three-fourths vote.
- Section 8 The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.
- Section 9 The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine

appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 10 By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

### **Article XIII Amendments**

Section 1 Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon.

Section 2 Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these bylaws must be submitted to the Student Involvement Office at California State University, Fresno within two weeks after adoption.

### **Article XIV Disbursal of Organization Assets**

Section 1 In the event list your organization name should become defunct, all assets will be turned over to list entity or organization that funds will be turned over to to be used to identify how funds are to be used.

This constitution and bylaws were adopted on: enter date here and most recently revised on enter date here.

**Electronic Submission of this form is required for review and approval.**

**Submit completed constitution to Student Involvement**

**[studentinvolvement@mail.fresnostate.edu](mailto:studentinvolvement@mail.fresnostate.edu)**

**Subject line: *constitution submission - (name of organization)***