**Constitution Guidelines**

1. **Preamble:** Main purpose of your organization.
2. **Name:** The name the student organization cannot include the University, abbreviation or logo, but can be “name” at SF State (for example Chess Club at SF State). Name should reflect the purpose of the organization and clearly differentiate the club as a student organization and not a University department or program. The choice of language within the name should remain reflective of the University’s mission.
3. **Purpose:** Why does your organization exist? What does your organization wish to accomplish?
Examples:
• Promote harmony among students, staff, and faculty…
• Advocate on behalf of…
• Provide an environment that supports…
4. **Membership:** Who is considered a member and what are their rights? Please note that the constitution must clearly state that only SF State students may be voting members. Faculty and staff can participate, but not have voting privileges.
Examples:
• Must be a currently registered SF State student to be a voting member.
• The following will be members of this organization…
• Only members who are in good standing with the University.
• Only members who have attended three consecutive meetings.
• Only members who have attended at least half of organization sponsored functions.
5. **Governing Structure/Officers:** The University requires each organization to have at least a president/chair and a financial officer/treasurer. These two positions cannot be held by the same person.
Each officers’ duties must be outlined.
Examples:
• There will/will not be an executive team (It’s up to you how you’re going to structure your organization above and beyond the president/point person and financial officer).
• Other positions may include:
o Vice President
o Secretary
o Event Coordinator
o Appointments/Election of Officers: How are Officers appointed/elected. Be specific. If elected state constitutes a win (majority vote of membership, 2/3 votes, consensus, etc).
6. **Removal of Officers:** If questions regarding an officer were to arise, how would an officer be removed from office (2/3 vote, consensus, etc).
7. **Length of Term:** Officer positions will normally be held for a one-year term. Be specific about when a position begins and ends. We suggest electing officers in spring to allow a “shadowing period” with outgoing and incoming officers.
8. **Officer Duties:** Define the duties of each office to assist with officer transition from year to year.
Examples:
President/Chair/Head Coordinator
• Attend meetings or arrange for an alternate to attend.
• Convey all information from meetings to membership.
• Represent and advocate concern of members in public and private.
• Co-sign checks.
Financial Officer:
• Maintain records of financial transactions of the group.
• Be available for co-signing checks as required.
• Regularly advise the membership of its financial status.
9. **Amendment of the Constitution:** How is the student organization constitution amended (additions and deletions to this document)
Examples:
• The constitution may be amended at any meeting subject to the
following:
• Two-thirds of the voting membership in attendance must vote in favor of the
amendment.
• Notice of amendment must be broadcast to all voting members at least two
weeks prior to the meeting at which consensus will be sought. Amendments pass with a majority vote, 2/3 vote, consensus, etc, by…