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CALIFORNIA STATE UNIVERSITY, LONG BEACH  
STUDENT LIFE AND DEVELOPMENT

**Formatting Guidelines for Drafting Organizational Constitutions and By-Laws:**

1. Type with formatting of standard size (8.5" x 11") with margins all around.
2. Any work submitted **Times New Roman, 12 pt font and in a MS Word Document file.**
3. Definitions:
  - Constitution: a document that sets the general foundations of an organization.
  - By-laws: a document that sets the specific structure and function of an organization.
4. Development, CSULB, CSU, and/or local/federal laws.
  - a. Some required sections may be updated to better tailor to the organization. Please review any edits with the Office of Student Life and Development to ensure compliance with any rules, regulations, and/or laws.

**--TEMPLATE--**

meetings, etc.). Standing Rules shall not conflict with this constitution and bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum of the voting membership is present (advance notice is not required).

**(Required)**

**Section 4.** The rules contained in the most recent version of *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 inconsistent with these bylaws and any special rules of order the organization may adopt.

**(Required)**

**Note:**





Article IX. Code of Conduct: (Required)

**Section 1.** This organization shall comply with Title 5, Section 41301, Standards for Student Conduct, as stated in the CSULB Campus Regulations ([www.csulb.edu/regs](http://www.csulb.edu/regs))

Article X. Hazing Prohibition: (Required)

**Section 1.** 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 2.** "Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.

Article XI. Method to Amend and Renew the Constitution:

**Section 1.** Proposed amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.

**Section 2.** Voting of amendments cannot be conducted unless quorum of the voting membership is present.  
**(Required)**

**Section 3.** Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.  
**(Required)**

**Section 3.** Significant changes/amendments must be submitted to the Office of Student Life and Development within 30 days.

**Section 4.** Approval by the University through the Office of Student Life and Development is needed to change the constitution to ensure compliance with Chancellor Office, Campus, and Legal requirements. **(Required)**

**Section 5.** Constitutions must be renewed with the University every 5 years.  
**(Required)**



- Section 2.** Notice of misconduct or violation must be submitted in writing to the Executive Board and signed by *[specify number, such as 5 voting members]*.
- Section 3.** The member in question shall be given written notice at least 72 hours prior to a meeting with [the president, vice president, the Executive Board, and/or advisor].
- Section 4.** After meeting with the member in question, [the president, vice president, Executive Board, and/or advisor] shall determine an appropriate sanction – suspension of membership, termination of membership, or no sanction needed.
- Section 5.** It is strongly recommended that the Executive Board seek advising from the Advisor, the Office of Student Life and Development, and/or the Office of Student Conduct and Ethical Development.

Bylaw IV.

Officers:

- Section 1.** The President shall preside at all meetings of the organization. They shall be the official spokesperson of the organization, representing policies, views, and opinions of the organization in its relations with the campus and community at large. They shall have such further powers and duties as may be prescribed by the organization.
- Section 2.** The Vice President shall preside at the organization meetings in the absence of the President. They shall perform all duties assigned to him/her by the President. The Vice President shall assume the office of President if the office becomes vacant. They shall notify all members of the organization meetings.
- Section 3.** The Treasurer shall handle all financial affairs and budgeting of the organization, maintaining all necessary accounting records. Said records shall be maintained in accordance with generally accepted accounting principles. They shall maintain financial accounts in the organization's name, requiring signatures of both the Treasurer



**Section 5.** The Publicity Chair shall be in charge of all publicity and marketing needs of the organization, its meetings, and its events. Publicity and marketing can be in the forms of social media, fliers, posters, etc.

**Section**

Insert

prior to the election for each office position. Members may nominate themselves for an office.

Bylaw IX.

Method to Amend and Renew the Bylaws:

- Section 1.** Proposed amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.
- Section 2.** Voting of amendments cannot be conducted unless quorum of the voting membership is present.  
**(Required)**
- Section 3.** Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.  
**(Required)**
- Section 3.** Significant changes/amendments must be submitted to the Office of Student Life and Development within 30 days.
- Section 4.** Approval by the University, through the Office of Student Life and Development is needed to change the bylaws to ensure compliance with Chancellor Office, Campus, and Legal requirements.  
**(Required)**
- Section 5.** Bylaws must be renewed with the University every 5 years.  
**(Required)**