

Loyola Marymount University

REGISTERED STUDENT ORGANIZATION (RSO)

CONSTITUTION GUIDELINES

*Please review all the notes in blue font throughout this document. Once you have reviewed and edited each Article, please delete the notes in blue font.

ARTICLE I (Name)

Section 1. The official name of this RSO shall be _____. This is how your RSO name will appear on all official University documents and on LEO. If you are making any adjustments or edits to the official name of your RSO, you must contact SLD. Do not include “LMU” or “Loyola Marymount University” in your official name.

Section 2. This RSO shall use the official name or acronym, _____, in publicity materials, advertising, or correspondence. Your acronym can be a shortened or abbreviated version of your name, or letters, for example: “Women in Business Club” can be “WIB”.

ARTICLE II (Purpose)

- Section 1. The purpose of this RSO is to _____. List the purpose(s) for which your organization was formed. Be sure this information is clear and specific, as this section could be considered as your organization’s mission statement.

Be sure to reflect on the following questions in developing your organization’s purpose:

- *How does your organization uniquely contribute to the LMU campus community?*
- *What does your organization value?*
- *How will your organization exercise inclusive practices within the membership and the larger community? How are all voices acknowledged, uplifted, and respected?*

ARTICLE III (Affiliation)

Section 1. If your organization is to be affiliated with a local, state or national organization, a statement declaring the nature of the affiliation must be included. The relationship between the campus group and the organization it is to be affiliated with must be described and a **copy of the constitution belonging to the affiliated organization included with your paperwork**. If no affiliation exists, a statement reflecting that fact must be included.

ARTICLE IV (Membership)

Section 1. “Name of RSO” openly admits all undergraduate LMU students to its membership and does not discriminate. Membership in the RSO will not be denied to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on discrimination on the basis of gender does not apply to social

fraternities or sororities or to other university living groups. (Title 5, California Code of Regulations, Section 41500). [All RSOs must include this Section.](#)

Section 2. Include the following statement: “Voting membership is restricted to matriculated, currently enrolled students at Loyola Marymount University.” (Note: You may be more restrictive in determining voting membership.) [All RSOs must include this Section.](#)

Section 3. All Registered Student Organizations must admit members in compliance with Loyola Marymount University’s Non-Discrimination Statement, as listed here: <https://studentaffairs.lmu.edu/media/studentaffairs/osccr/documents/2021-22-Statement-of-Non-Discrimination.pdf> [All RSOs must include this Section.](#)

Section 4. There shall be no hazing, as defined in the LMU Student Conduct Code.

ARTICLE V (Officers)

Section 1. [List the titles of the officers of the organization. For example:](#) “The officers of this organization will be a President, a Vice-President, and a Treasurer.”

Section 2. [State the term of office. For Example:](#) “The term of office shall be from the time of election in (Fall/Spring/Summer semester) until new officers take office immediately following the next election in (Fall/Spring/Summer semester)” or “Term of office shall be one semester”.

EX. The term of office shall be one academic year from the time of election in the start of fall semester until new officers take office immediately following the next election in late Spring semester. The term of office shall be one academic year.

Section 3. [Describe how the organization will fill the vacancies that occur in any of the offices. By appointment? By special election?](#)

Section 4. [Outline what officers are responsible for approving financial transactions on behalf of the organization. Is the organization Advisor involved?](#)

Please be mindful of gendered and inclusive language.

ARTICLE VI (Duties of Officers)

[In separate sections, describe the duties of each officer. This is a very important article and should be written with great care. For example:](#)

Section 1. The President shall preside at all meetings, name all special committees, appoint all committee chairs, and ..., etc.

Section 2. The Vice-President shall assume the duties of the President in their absence. The Vice-President shall also..., etc.

Section 3. The Secretary shall record minutes of each meeting, maintain accurate records of all business pertaining to the organization, receive and respond to all official correspondence, and..., etc.

Section 4. The Treasurer shall collect and disburse funds as directed by the organization, make monthly financial reports to the general memberships, and..., etc.

Outline what officers are responsible for approving financial transactions on behalf of the organization. Is the organization Advisor involved?

ARTICLE VII (Nominations and Elections)

Section 1. Describe how people are nominated for office. If a Nominating Committee is used, describe when it will meet and when it must report to the full membership. If nominations are made from the floor, specify when this is to take place in relation to the elections? At the same meeting as elections? Two weeks before elections?

Section 2. State when during the year or semester elections will take place. Elections of new officers must take place before the end of term in November (for Fall term) and in April (for Spring term).

Section 3. State whether officers will be elected by plurality or majority vote. A plurality vote means that one candidate must get more votes than anyone else. A majority vote means that a candidate must receive one more than half (50% + 1) of all votes cast.

It is recommended that your organization's nomination and elections processes are transparent, thorough, and accessible to all voting members. Please be sure to include this information above.

ARTICLE VIII (Removal from Office)

Section 1. Officers may be removed from office for failure to perform duties or for violation of membership clause as determined by a vote of the membership at a duly called meeting at which a quorum is present and voting. Officers subject to a removal vote shall be notified in writing of the intention to hold a removal vote **at least one week** prior to the meeting at which the vote will be taken.

Section 2. At least a **two-thirds** majority of a quorum present at a duly scheduled meeting voting in support of removal shall be necessary to remove an officer.

Section 3. Any officer may resign by submitting a letter to the President. The President may resign by submitting a letter to the Vice President.

Please add in here very specific information about how your RSO would go about removing an officer.

ARTICLE IX (Meetings)

Section 1. State the frequency of regular meetings. Time and modality of meetings may also be specified here. If your organization has different types of meetings (e.g. business meetings and practice sessions), be sure they are each accounted for in this article.

Section 2. State who has the authority to call special meetings. The President? A proportion of the membership?

Section 3. Specify your quorum. A quorum is the minimum number of members who must be present at a meeting in order for business to be conducted. State a number that is large enough to insure that the

meeting will be representative of your whole organization, but not so large that establishing a quorum is difficult. The quorum may be stated a percentage of total membership or as an absolute number of members.

Section 4. Establish a parliamentary authority for your organization. For example: “The parliamentary authority of this organization shall be Robert’s Rules of Order, Revised.”

ARTICLE X (Committees)

Section 1. State who has the authority to name committees and committee chairpersons. You can also list regular or standing committees for your organization, if any (i.e. committee size and duties).

ARTICLE XI (Dues, fees)

Section 1. Make a statement about the dues or other fees that are collected by your organization. If there are none, make a statement to that effect. If your organization has payment plans, dues assistance, etc. please outline those options here.

ARTICLE XII (Advisors)

Section 1. All RSOs at LMU are required to have an on-campus Advisor. An Advisor may be any full-time/part-time faculty or staff.

Section 2. Advisors must complete the Advisor agreement form each year in order to serve as the Advisor.

Section 3. The Advisor serves as a non-voting member of the organization, but can assist and support the RSO in all voting matters.

ARTICLE XIII (Amendments)

Section 1. State who can originate an amendment. An individual? A committee? A percentage of the membership?

Section 2. State the manner of presenting the amendment to the group. Usually the amendment must be read in one or two meetings preceding the vote or posted for one or two weeks for all to read.

Section 3. Describe the number of votes needed to adopt the amendment. This is usually two-thirds of the total membership of the organization.

Section 4. State the time when the amendment becomes effective. In a week? Immediately?

*Adopted/edited on _____. You must date this as of the most up-to-date version that you had your organization approve.

***Record the date the constitution/ bylaws were adopted by the membership. (Constitutions are approved by a 2/3 majority vote.)**