

Creating A Constitution

Each campus organization must submit a constitution upon registration.

Contact Student Organizations, Leadership & Engagement by emailing uclasole@ucla.edu if you have questions or would like support with your constitution.

A sample constitution can be found on the website.

INCLUDE THESE ELEMENTS

STATEMENT OF PURPOSE - same as the description used for registration

PROVISION TO MAKE FINANCIAL RECORDS AVAILABLE - A statement such as the following covers this: "We will make financial records available to university administrators upon request."

UC NONDISCRIMINATION STATEMENT - "New Organization" does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This also prohibits sexual harassment.

ORGANIZATIONAL STRUCTURE (officers) - If you only have 2 officers, say it.

ELIGIBILITY FOR VOTING PRIVILEGES (who gets to vote)

VOTING PROCEDURES (when and how do you vote) - annually or quarterly?

PROCEDURES FOR AMENDING THE CONSTITUTION (simple majority or 2/3)