**Model Constitution for Student Organizations**

**California Western School of Law**

*You may use this template to develop a constitution for your organization. The preamble and first five Articles are mandatory pursuant to the CWSL Student Bar Association Bylaws. Otherwise, feel free to tailor this template to suit your organization’s needs. Please go through this template carefully and make all necessary changes. The provisions in this document will become the governing rules for your organization.*

*The requirements for initial adoption of a constitution will vary depending on your organization. Consult your organization’s bylaws or other governing documents for guidance. Otherwise, we would suggest a 2/3 vote of the membership present at an organization meeting. You can adopt the constitution in a single motion, or vote section by section.*

*In addition to turning in a copy of your constitution to the SBA Administrator and the Office of Student and Diversity Services, it is a good practice to distribute paper or electronic copies to all of your members on an annual basis and to keep a current copy on file with your minutes.*

*[Remove the above portion before drafting]*

**CONSTITUTION**

[Name of Organization] at

California Western School of Law

The name of this organization is the [Name of Organization] at California Western School of Law. This organization is formed for the benefit of students, faculty, and staff at California Western School of Law. This organization will comply with all applicable laws, regulations, and rules, including those imposed by the Student Bar Association’s Constitution and Bylaws.

**ARTICLE I MEMBERSHIP**

**Section 1.** The officers of the Executive Board shall consist of [insert titles and number of officers]. *For example, “…shall consist of one (1) President, one (1) Vice President, one (1) Secretary, and one (1) treasurer.*

**Section 2.** All Executive Board members shall be registered students California Western.

**Section 3.** Any California Western student who is interested in the activities of the organization may attend meetings and participate in activities.

**ARTICLE II DUTIES OF EXECUTIVE BOARD**

**Section 1** The Executive Board shall be responsible for governing the daily operations of the organization.

**Section 2.** [Optional] [You can either keep this Article broad by only including the above statement, or you can insert the specific duties for each officer.]

**ARTICLE III REMOVAL FROM OFFICE**

**Section 1** This organization shall have a process in place for the removal of a member of the Executive Board.

**ARTICLE IV MEETINGS**

**Section 1** Regular meetings shall be scheduled [monthly, as frequently as necessary] during the academic year.

**Section 2** 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. *[Note: Organizations may choose have a lower quorum, such as one-third, or a specific number of members.]*

**ARTICLE V AMENDMENTS**

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

**Section 2** Amendments to this Constitution require approval by [two thirds; three fourths; simple majority]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 this Constitution must be submitted to the Office of Student and Diversity Services at California Western School of Law within two weeks after adoption.

**Section 4** Any amendments to this Constitution shall comply with the CWSL Student Bar Association Bylaws

**ARTICLE VI [MISCELLANEOUS]**

**Section 1** [*Additional articles are optional but not required. Additional articles must comply with CWSL policy on Equal Opportunity, the SBA Constitution, and the SBA Bylaws]*