

PROCEDURES FOR CREATING A NEW STUDENT ORGANIZATION

The new student organization must maintain a legal purpose, fulfill the mission of California Western School of Law and address the needs and desires of the current student body.

1. Students interested in creating a new student organization should meet with the Assistant Dean for Student & Diversity Services to discuss and evaluate the proposed organization and learn about the process.

*If needed, the SBA President has discretion to direct "startup funds" to the proposed student organization to hold a meeting in order to garner interest.

2. If it is determined that there is a need to create the new organization the organization MUST:
 - i. Submit a Letter of Intent to the SBA Vice President and the Assistant Dean for Student & Diversity Services.
 - ii. Submit to the SBA Vice President the following:
 - a) Constitution
 - I. Must be typed, with the name of the organization atop the first page. All subsequent pages must be numbered;
 - II. Must begin with a preamble that clearly states the goals and purposes of the organization;
 - III. Must comply with the CWSL policy on Equal Opportunity, the SBA Constitution and SBA Bylaws.
*See pages 3-4 for Constitution templates.
 - b) Bylaws - See page 5 for ByLaw template
 - c) "How to Run This Organization" Memo (which should include procedures, officer contact information and faculty advisor)
 - d) Request for Funds Form

3. The SBA Vice President will send the constitution and bylaws to the SBA President and SBA Chairman of the Board of Representatives (Chair) for review.
 - i. The SBA Board of Representatives will vote on the proposed organization.
 - ii. After the vote is determined, the Chair will notify the SBA President and Vice President about their decision.
4. The SBA Vice President will submit the constitution and bylaws to the Assistant Dean for Student & Diversity Services of the final approval.
5. The SBA Vice President will send an approval letter to the student organization with a copy to the Assistant Dean for Student & Diversity Services.
 - i. The Student & Diversity Services office will contact the approved organization with information regarding next steps (i.e. email account, locker assignment, cubicle assignment, nameplates, etc.).

CWSL Student Organization CONSTITUTION TEMPLATE – Version A

Preamble

Article I — Composition of Organization

- § 1 — Officers, President and Vice President, or equivalent thereof
- § 2 — Elections
- § 3 — Terms of Office
- § 4 — Committees (if any)
- § 5 — Definition of Membership

Article II — Duties of Office

- Begin with the highest-ranking officer, and continue down, describing their duties, including qualifications or election.
- Then list all committees, describing their duties in order listed in § 4 of Article I.

Article III — Removal from Office

- § 1 — Process for Removal of Officers
- § 2 — Terms for Filling Vacancies

Article IV — Meetings

- Describe the basic rules for calling and running meetings.

Article V — Terms for Amendments

- List the requirements necessary to make changes to the constitution.
- Note that any and all changes must comply with the SBA Bylaws.

Article VI and Higher

- Organizations may then include any further Articles necessary and proper for governing their organization, provide that such terms do not conflict with California Western School of Law policy on Equal Opportunity, the SBA Constitution and SBA Bylaws.

CWSL Student Organization CONSTITUTION TEMPLATE – Version B

Article I — Name

Article II — Purpose of Organization

Duties of Office

- Then list all committees, describing their duties in order listed in § 4 of Article I.

Article III — Membership

Article IV — Vestment

- § 1 — How power in the organization is vested
- § 2 — Scope of power

Article V — Officers

- § 1 - § XX Officers, President and Vice President, or equivalent thereof
 - Begin with the highest-ranking officer, and continue down, describing their duties, including qualifications or election.
- § 2 - Removal from Office
 - § a — Process for Removal of Officers
 - § b — Terms for Filling Vacancy

Article VI - Meetings

- Describe the basic rules for calling and running meetings.

Article VII - Elections

- § 1 — Terms of Offices
- § 2 - What constitutes how a candidate is elected (majority, two-thirds, etc.)
- § 3 - Election of first year representative
- § 4 - Vacancies

Article VIII – Quorum

Article IX – Removal

Article X – Amendments

Article XI - Ratification

Student Organization ByLaws Template A

NOTE: ByLaws govern the day to day operation of the organization.

Article I – Declaration of Power

Article II - Annual Ratification

Article III – Elections

- § 1 — When elections are to be held
- § 2 — Candidate qualifications (good-standing, etc.)
- § 3 — Campaign requirements
- § 4 — Rules for elections
- § 5 — Who over sees elections

Article IV – Meetings

- § 1 — Timing of meetings
- § 2 — Agendas
- § 3 — Voting
- § 4 — Minutes