

CLUB CONSTITUTION AND BY-LAWS

INSTRUCTIONS: Fill out this form or devise your own constitution format. Turn the constitution and by-laws into the Student Activities office after the constitution has been ratified by the club. Selections which must appear in the constitution are starred (*). Clubs must keep a copy for your club's file. The Student Activities office is not responsible for supplying copies of a constitution.

CONSTITUTION OF

ARTICLE I NAME

Section 1. The name of this organization is _____.

ARTICLE II PURPOSE

Section 1. The purpose(s) of this organization shall be _____

_____.

ARTICLE III MEMBERSHIP

*Section 1. Membership is open to _____

*Section 2. A person is a member in good standing when he or she _____
_____.

*Section 3. The rights of voting and holding an office are reserved for _____
_____.

ARTICLE IV OFFICERS

Section 1. The officers shall be _____

(name titles of the officers)

CLUB CONSTITUTIONS AND BY-LAWS (Cont.)

- Section 2. Duties of officers _____

_____.
- * Section 3. The club shall select a member to represent the club on the InterClub Council.
- Section 4. To be eligible for office, candidates shall _____

(Example: be a member of the club, carry 10 units, have a 2.0 GPA, show an interest in the club, etc.)
- Section 5. Officers shall be elected/appointed (select one) _____
(when)
and shall take office _____ (example: upon election, on May 15, in the spring semester, etc.) Elected officers must receive ____ of votes to be elected (example: by majority, plurality, 2/3 etc.)
- Section 6. Vacancies in offices shall be filled (how) _____

_____.
(Example: by appointment, by election, etc.)

**ARTICLE V
MEETINGS**

- Section 1. Regular meetings shall be held _____
(when)
- Section 2. Special meetings may be called by _____

(Example: request of two officers, vote of club members, president, etc.)
- Section 3. A quorum of _____ (example: 2/3, 1/2, 2, etc.) of the members and officers shall be necessary to conduct business. (A quorum is the minimum number of voting members who must be present at a meeting to make official binding decisions. Select a number of members or officers from controlling the organization.)

CLUB CONSTITUTION AND BY-LAWS (Cont.)

ARTICLE VI

AMENDMENTS AND RATIFICATION

- Section 1. The constitution shall be ratified by a _____ (majority, $\frac{2}{3}$, etc.) vote of the members attending a meeting with a quorum.
- Section 2. Amendments may be made by a _____ ($\frac{2}{3}$ majority, etc.) vote of the members present at a meeting with a quorum.

BY-LAWS:

ARTICLE I

RULES OF PROCEDURE

The club shall be guided in its procedure by Robert's Rule of Order, Revised when no other rules have been specifically established in the by-laws or constitution.

ARTICLE II

DUTIES OF OFFICERS

The duties of the officers shall be:

1. InterClub Council Rep: Attend ICC meetings and report back.
2. The president shall _____.
3. The secretary shall _____.
4. The treasurer shall _____.

ARTICLE III

The club shall have the following committees to do the following tasks: _____
_____.

ARTICLE IV

Dues (if any) shall be _____ per _____ (quarter, year) payable at the beginning of that time period.