

CLUB CONSTITUTION (SAMPLE)

The Club Constitution must establish the fundamental principles on which the club is to operate. It defines the primary objectives of a club and describes how that club will function. The Constitution/Bylaws of clubs shall be shared with students, campus departments, etc., when requested. A constitution should include the following:

ARTICLE I – Name of the Club

Section 1: The name of this club shall be (i.e. the “XYZ Club”)

ARTICLE II – Purpose of the Club

This section can be as brief or as detailed as you would like. It should include, a general outline of what your club would like to accomplish (i.e. the “purpose of the “XYZ Club is to inform some and remind others that all letters of the English alphabet are valuable”)

ARTICLE III – Officers of the Club

Decide what officers your club will have, how and when they will be elected, the term of office each will hold and how vacancies will be filled.

- Section 1: Elected officers of this club shall be: (List all elected officers in order of rank - normally President, Vice President, Secretary, Treasurer and Clubs and Events Board Representative).
- Section 2: Duties of each officer
- Section 3: Term of office (i.e. one semester or one academic year)
- Section 4: Nominations and Elections filing (explain the election and/or appointment procedures)

ARTICLE IV – Qualifications for Membership

List the requirements and qualifications necessary to become a member without regard to ethnicity, race, color, marital status, religion, national origin, sex, age, handicap, veteran status or sexual orientation.

- Section 1: General Statement of Eligibility for Membership
- Section 2: How to Become a Member (stipulations)
- Section 3: How to Remain in Good Standing

ARTICLE V – Meetings

Determine the frequency of general meetings and establish procedures. Special meetings may need to be addressed as well.

- Section 1: Frequency of Meetings
- Section 2: Procedure for Calling Special Meetings
- Section 3: **Quorum** (state the minimum number of members who must be present at a meeting in order to transact business legally; i.e. 51% of total membership).

ARTICLE VI – Parliamentary Authority

Section 1: The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the (Club Name) in all cases to which they are applicable and in which they are not inconsistent with the Constitution/Bylaws of the (Club Name).

ARTICLE VII – Amendments

State how and when the constitution can be amended. For Example:

- Section 1: The proposed amendment must be in the hand of the club officers no later than one week before the scheduled meeting of the (Club Name), at which it is to be presented.
- Section 2: Following the approval of the amendment by the officers this constitution may be amended by a (State what majority) vote of the membership at the first meeting of the club at which a quorum is present.

ARTICLE VIII – Enacting Clause

This constitution shall become effective upon arrival of the Club President, Club Faculty Advisor or Faculty Coordinator of Campus Life.

(NOTE: All constitutions must have the signature of the club President and club Advisor as follows. "I have read, understand and agree to the contents of this document," must be printed above the signature.)

"I have read, understand and agree to the contents of this document."

_____	_____
<i>Date Approved</i>	<i>Club President</i>
_____	_____
<i>Date Approved</i>	<i>Faculty Advisor</i>
_____	_____
<i>Date Approved</i>	<i>Faculty Coordinator, Student Life & Leadership Center</i>

END of CONSTITUTION SAMPLE

TYPICAL CLUB OFFICER DUTIES

(Duties for officers in the Student Senate and Clubs & Events Board are detailed in separate documentation).

President

1. Hold Executive Committee meetings
2. Prepare an agenda for each meeting
3. Keep the advisor informed of all club meetings and activities. (CRC requires the advisor to attend all club meetings and activities)
4. May appoint a representative to the Clubs and Events Board
5. Preside over the club and club meetings
6. Serve as the official spokesperson for the club
7. Appoint committees and delegate the work among all club members

NOTE: The president has no vote except to break ties or to vote by ballot.

Vice President

1. Attend all Executive Committee meetings and meetings of the organization
2. Assist the President
3. Assume the President’s responsibilities when she/he is absent.

Treasurer

1. Responsible for all funds in the club’s account at the Business Services Office **(No off-campus accounts may be kept)**
2. Sign all fund requisitions along with the advisor for the withdrawal of funds from the club’s account. **(Note: The Student Personnel Assistant will prepare the requested requisition and initial next to the advisor’s signature)**
3. Be prepared to give a report at each business meeting of the organization listing revenue, expenditures and balances on hand
4. Have records available for examination at any time
5. If the club’s account balance is needed, a request is submitted to the Student Personnel Assistant in SLLC five days before the day the information is to be presented

Secretary

1. Record what was done at club meetings and keep accurate permanent minutes
2. Keep an accurate and up-to-date list of members
3. Keep a copy of the constitution and/or bylaws and have it available for easy reference during meetings
4. Write motions down accurately and be prepared to read them

Clubs and Events Board Representative

(Each club registers, from its membership, a Club Representative to serve on the Clubs and Events Board. It is the responsibility of the club to send a club member to participate in the CAEB meetings if the club's representative will miss a meeting.)

1. Shall represent the club and provide as a means of communication between CAEB and the club
2. Shall keep CAEB up to date on club matters and vice versa.
3. Shall attend all CAEB meetings and be prepared to vote.
4. Shall implement and evaluate events and activities.
5. Shall perform any additional responsibilities related to CAEB as assigned by the Executive Board or Faculty Coordinator of Campus Life.