

## Office of Student Development and Associated Student Government Sample Constitution Guide for Clubs and Organizations

### Purpose

List reasons for forming this organization, as well as organizational goals.

### Article I **NAME**

State the name of the organization in full, including the name of any affiliate organization (national, state or local).

### Article II **MEMBERSHIP**

Section 1: Any person duly registered at COC in good standing with the Admissions and Records office, and fulfilling the membership requirements of the organization may be a member.

Section 2: Membership Requirements

Section 3: In order to guarantee equal human rights for the student body of COC, equal opportunities shall be afforded all students without regard to race, color, religion, creed, gender, pregnancy, marital affiliation, sexual or affectional orientation, age, ethnic origin, citizenship, nationality, veteran status, or physical disability. **(This is a mandatory inclusion, and must be word for word)**

Section 4: Classification: State any classification categories that apply to your group (i.e. active, inactive, alumni, honorary, etc.)

Section 5: Privileges of membership. Specify by classification, privileges of membership (i.e. to attend meetings, to speak at meetings, to vote, to hold an office, to nominate, to be a candidate for office, etc.) Voting privileges should be restricted to COC student membership.

### Article III **OFFICERS AND ADVISORS**

Section 1: List the titles of officers who shall serve the organization (i.e. President, Vice President, Secretary, Treasurer, ICC Representative, etc.) **NOTE:** All clubs and organizations must have an ICC Representative.

Section 2: Qualifications for holding office **(All officers must be COC students)**

Section 3: State length of term for officers

Section 4: Duties of officers: List specific duties of officers listed in Section 1 above.

Section 5: Should a vacancy occur, it shall be filled...How will the vacancy be filled (i.e. by special election, by appointment of remaining officers, etc.)

Section 6: The Executive board shall include the following officers. (List those that apply)

Section 7: In order to be a recognized and chartered club on campus, and therefore able to apply for A.S. funds, it is necessary to have a faculty or staff advisor. (DO NOT NAME ADVISOR IN THIS SECTION)

#### Article IV

### **ELECTIONS**

Section 1: Time of elections

Section 2: Election procedures

- A. Method of nomination
- B. Method of voting
- C. Candidate receiving a majority (50% + 1 vote) will be declared the winner.
- D. Special election procedures

Section 3: Run-off election procedures

Section 4: A petition of (2/3 or 3/4, choose one) of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after presentation of the recall and shall be conducted as a special election. Recall will require a favorable vote of two-thirds of the total voting membership.

#### Article V

### **MEETINGS**

Section 1: The time, date, and place of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term.

Section 2: Frequency of meetings

Section 3: Special meetings (Who can call them, how will members be notified)

Section 4: Quorum for regular and special meetings shall be...

\*A quorum is the minimum number of voting members who must be present at a meeting before any official decisions can be made. This number should be slightly less than the number of people who usually attend your meetings - yet large enough so that a few officers cannot control the entire organization.

Section 5: Rules of procedure for this organization shall be (Robert's Rules of Order, or Sturgis' Standard Code of Parliamentary Procedures)

Article VI **FINANCES**

Section 1: Fiscal/Operating year

Section 2: Dues (if any)

Article VII **AMENDMENTS**

Section 1: Proposed constitutional amendments or changes shall be presented to the organization in writing at least one meeting before it may be voted on.

Section 2: Approval by (2/3 or 3/4, choose one) of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.

Section 3: A copy of any alteration to this document must be filed with the Office of Student Development.

Article VIII **RATIFICATION & ENACTMENT**

Section 1: This constitution shall become the official governing document of the organization, upon ratification by a (2/3 or 3/4, choose one) vote of the membership, and approval and acceptance by the Office of Student Development, the Inter Club Council and the Associated Student Government.

\_\_\_\_\_  
Club President/Organizer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASG Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Student Development

\_\_\_\_\_  
Date