

# 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. Keep in mind that organization goals must be inclusive (See Article II, section 3)

### Article I Name

State the official name of the organization including the name of any affiliate organization (national, state, or local). This will be the name used for official purposes and advertising.

### Article II Membership

Section 1: Any person duly registered at College of the Canyons in good standing with the Admissions and Records office, and fulfilling the membership requirements of the organization may be a member. *(Word for word)*

Section 2: Membership requirements. Please define what the requirements for membership are.

Section 3: In order to guarantee equal human rights for the student body of College of the Canyons, equal opportunities shall be afforded to 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. If any word of Section 3 is not included, your constitution will not be approved.)*

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

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 College of the Canyons student membership.

### Article III Officers and Advisors

Section 1: List the title of the officers which will serve the organization (i.e. President, Chair, Director, 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 College of the Canyons 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 Associated Student Government 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 (*Define what they are*)

Section 3: Run-off election procedures (*In case of a tie or no majority describe your 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 petition 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. (*Must be included*)

Section 2: Frequency of meetings.

Section 3: Special meetings (Who can call them, how will members be notified, how far in advance can special meetings be called - *special meetings may not be called with less than 24 hours notice*)

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 for this organization shall be (Robert's Rules of Order, Revised Ed., or Sturgis' Standard Code of Parliamentary Procedures)

## **Article VI Finances**

Section 1: Fiscal/Operating year. (*Be specific - we recommend your fiscal year to be the same as the Associated Student Government, July 1 - June 30*).

Section 2: Dues (if any)

Section 3: Usage of funds. (*What may your club use club funds for? Be specific. Your club may not access funds from the club account if not outlined in this section.*)

**Article VII Committees** (If your club/organization has, please include. If not, state that you do not have)

Section 1: Standing committees: (list those that apply, such as membership, finance, social, etc.)

Section 2: Selection of standing committees (state the method of selecting these committees).

Section 3: Powers and Duties of standing committees: (Define the powers and duties of each standing committee).

### **Article VIII 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 IX Ratification and 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.

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Club President/Organizer

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Date

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Club Advisor

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Date

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A.S.G. Vice President of Inter Club Council

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Date

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Director, Student Development and Campus Activities

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Date

*Revised 11 /07  
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