

# Constitution Guidelines for Clubs and Organizations

Campus Life & Student Engagement and Associated Student Government

## 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.

**\*If part of a larger, national organization, must include the following word for word- “[Name of Club/Organization] is an official affiliate/chapter of [National/State/Local Organization Name]. Policies and procedures of College of the Canyons will precede the national/state/local organization’s policies and procedures”\***

## Article II - Membership

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. ***(This is a mandatory inclusion, and must be word for word. If this is not included, your constitution will not be approved.)***

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 national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy (breastfeeding), or military and veteran status, or because the individual is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. ***(This is a mandatory inclusion, and must be word for word. If this is not included, your constitution will not be approved.)***

### Section 1 – Membership Requirements

Please define what the requirements for membership are.

### Section 2 – Classification

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

### Section 3 - Privileges of Membership

Specify by classification, privileges of membership (i.e. active members are allowed to attend meetings, speak at meetings, vote, hold an officer position; inactive members are allowed to

nominate candidates for officer members, speak at meetings, cannot vote in official club matters, etc.). Voting privileges should be restricted to College of the Canyons student membership.

## Article III – Club Officers

### 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 in order to be chartered for the club term.**

### Section 2

Qualifications for holding office (**All officers must be currently-registered College of the Canyons students for the duration of their term**)

### 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.)?

## Article IV - Advisors

Do NOT name an advisor in this section.

### Section 1

In order to be a recognized and chartered club on campus, and therefore be able to apply for Associated Student Government funds, it is necessary to have a College of the Canyons full-time employee (faculty, staff, or administrator) as a club advisor.

### Section 2

State the length of term for the advisor (Be specific, i.e. the advisor must be available for all official club meetings occurring during the Fall and Spring semesters; the advisor's term will end on the last day of Spring Term each academic year).

### Section 3

These are the expectations for the advisors (as outlined in the Advisor Agreement Form).

1. Serve as the official representative of the College and liaison with the Office of Campus Life and Student Engagement.
2. Work closely with the club to ensure a cooperative relationship between the advisor

- and club members.
3. Be present at all official club meetings and off-campus events.
    - a. Club meetings
    - b. Club activities with a guest speaker
    - c. Large-scale campus events
    - d. Off-campus group excursions for the entire duration until the function is completed
      - i. In the event they are unable to attend, they shall be responsible for arranging for a substitute from the COC faculty, staff, or administrator and for notifying the Campus Life and Student Engagement Student Services Coordinator.
  4. Be accessible and check in on club events that are taking place on campus.
  5. Monitor content posted on all official club websites and social media platforms.
  6. Advise students of the policies and procedures that they must follow as a club.
  7. Help each officer of the organization to understand their duties.
  8. Ensure the continuity of the organization is preserved through constitutions, minutes, and traditions.
  9. Help students to understand and apply democratic principles within the organization and in working with others.
  10. Ensure that all reasonable steps are taken to protect the safety and welfare of all club members during club meetings and activities.
  11. Club advisors, as well as student club officers, are responsible for ensuring that funds are properly collected, deposited, and accounted for.
  12. Sign all check requisitions for the club and ensure that: The club president or treasurer also signs the form, make sure the expenditure is appropriate within all existing policies and club approval, supporting evidence (original receipts or invoices and club minutes) is attached and the club minutes reflect approval of the funds request.
  13. Assist club members in completing necessary paperwork (i.e. Facility Request Form, Membership Roster, Clubs Information Form, etc.).
  14. Ensure that the club designates an Inter Club Council (ICC) Representative to attend the ICC meetings.
  15. Notify the Office of Campus Life and Student Engagement if they no longer wish to serve as an advisor for a club.

***(This is a mandatory inclusion, and must be word for word. If this is not included, your constitution will not be approved.)***

#### **Section 4**

Should a vacancy occur, it shall be filled...How will the vacancy be filled?

Please include also how often the club will review who the advisor of the club will be.

#### **Section 5**

Please include Section 5 in your constitution guideline if you have volunteers for your club that are not a student, faculty, or staff member at College of the Canyons.

Volunteers from outside of College of the Canyons agree to all expectations listed in Article IV, Section 3. In addition, they agree to –

1. Adhering to all policies and procedures of the College.
2. Registering with the Volunteer Bureau
3. Acknowledging that their presence at club meetings does not replace the requirement for the COC faculty/staff to be present at club meetings.

## Article V – Elections

### Section 1

Time of elections

### Section 2

Explain your election procedures and method of nomination

- A. Method of nomination
- B. Method of voting
- C. How will the winner be selected? (i.e. 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 VI – Meetings/Events

### 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 club 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)

Please use this section to differentiate between meetings and social events. You must indicate which matters cannot be discussed at social events (i.e. a candidate for the club's officer position sharing about their campaign).

#### Section 6

In accordance with the Brown Act, official club business may not be discussed outside of club meetings (i.e. club socials, get togethers, club activities, etc.) ***(Must be included)***

## Article VII - 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 VIII - Committees

(If your club/organization has any committees, 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 IX - 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 Campus Life & Student Engagement office.

## Article X – 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 Campus Life & Student Engagement office, the Inter Club Council and the Associated Student Government.

**The following individuals have reviewed the club constitution: *(Must be included)***

*It is recommended that all club officers and club advisors are included in this section. It is REQUIRED for at least one club officer and one club advisor be included in this last section.*

**Name, Signature, Date**