# Constitution Template

The below template may be used as a starting point for new clubs to modify as they see fit. Please see embedded comments throughout the document for tips and things to consider. Articles and sections should be stated in sentence form. The titles and content of articles and sections will vary, but the general format and content should be as outlined.

## XYZ CLUB CONSTITUTION

### ARTICLE I – Club Name

This club shall be recognized as “XYZ Club.”

### ARTICLE II – Purpose or Mission Statement

The club mission is to [state mission]. This includes:

* [Purpose 1]
* [Purpose 2]
* [Purpose 3]

### ARTICLE III – Membership & Eligibility

#### Section 1- Eligibility for membership

To be eligible for membership, students must be a current student enrolled at Coastline College.

#### Section 2- Special requirements

To be eligible to hold an officer position (as listed in Article IV), students must:

1. Meet minimum at least one of the following enrollment requirements:
	1. Be continuously enrolled in at Coastline College in at least five (5) units during their active term
	2. Enrolled in an adult education program at Coastline College
	3. Enrolled in at least one class at Coastline College and have a documented disability through Coastline’s Special Programs & Services
2. Meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district (typically a 2.0 GPA or higher)

### ARTICLE IV – Organization: Officers and Duties

#### Section 1- Titles and duties of officers

The officer positions of the XYZ Club are as follows:

* President –
	+ Acts as executive leader of the club and is
	+ Responsible for the day-to-day operations including, but not limited to, preparing agendas, supervising officers, and facilitating club meetings.
* Vice President –
	+ Fulfills duties of the President any time the President may be absent and/or when the position becomes vacant.
	+ Assists President in carrying out their duties.
* Treasurer –
	+ Reviews and makes recommendations to club on matters pertaining to income and expenditures of club funds.
	+ Works closely with the club advisor to manage funds.
	+ Submits financial reports to the club as requested.
	+ Meets with Coastline Business Office to understand the expectations and policies related to club finances.
* Secretary –
	+ Assists President in preparation of club meeting agendas.
	+ Shall take and transcribe minutes (official notes) at all official club meetings.
	+ Compiles and distributes handouts and publicity items.
	+ Writes and sends all correspondence for the club.
	+ Works with club advisor to ensure minutes detail necessary information for club reimbursements or event requests.
* Historian/Public Relations Officer –
	+ Takes photos, collects memorabilia, and/or takes videos of all club activities for both fall and spring semesters.
	+ Assists in the promotion of the club to the campus community.

####  Section 2- Term of office

Ideally, officers are expected to serve for at least one academic year. Given the nature of community college, however, exceptions can be made (as needed) to have officers serve for only one semester. Members interested in becoming officers that can commit one academic year will be given preference over those who can only commit one semester. An executive officer may serve no more than two (2) terms in a specific office.

#### Section 3- Eligibility for office

Please see Article III, Section 2.

### ARTICLE V – Elections

#### Section 1- Election process, timeline, member eligibility to vote, and voting methods

Nominations for club officer positions for the subsequent academic year open four (4) weeks prior to the end of the spring semester. Any eligible club member may be nominated for any of the executive officer positions. Candidates can also nominate themselves. Once nominated and accepted, all candidates will submit their statements to be displayed for all members to see on a timely basis.

The officers shall be elected by ballot by current club members either at the last meeting of the spring semester (if possible) or the second meeting of the fall semester. Officer positions will be determined by a majority vote and will be effective in the subsequent academic year (or in the current academic year if voted in during the fall semester).

#### Section 2- Vacancies and special elections

If a vacancy occurs in the office of the President, the

Vice President will assume the position for the remainder of the term. Vacancies in any other

officer position shall be filled by a special election.

### ARTICLE VI – Meetings

#### Section 1- Frequency of regularly scheduled meetings

General meetings shall be held [frequency] during the academic year. No meetings shall be held during winter intersession and the summer session.

#### Section 2- Attendance requirements

Officers shall attend and actively participate in all general and executive meetings to maintain their officer role. If a club officer does not attend any general sessions for two (2) full months (60 days) from the last attendance date, with no contact with the executive committee, the remaining club officers can deem that position vacant and request a special election be held to fill the vacant position.

#### Section 3- Quorum requirements

A quorum shall consist of the majority of the club officers holding positions, who serve as voting members. Quorum is necessary for voting-related changes to the constitution and approval of use of club funds.

#### Section 4- Meeting protocol

Meetings are chaired (led) by the club president, who prepares the meeting agenda. Members with suggested topics of discussion are encouraged to reach out to the president to ask for the topic to be added to the agenda, but they may also ask at the beginning of the meeting.

#### Section 5- Special meetings

Special meetings may be called by the President, as necessary, with at least forty-eight (48) hours advance notice to club members so the members have an opportunity to arrange their schedules to be at the meeting.

### ARTICLE VII – Amendments

An amendment to the Constitution may be proposed by any club member or advisor. Any amendments (i.e. creation of new officer positions, additional requirements for officers) to be made

to the club constitution must be approved by a two-thirds (2/3) majority vote amongst club officers.

NOTE: Please email Student Life if you would like to view a sample of an approved Club Constitution.