

# GENERAL OUTLINE FOR A CONSTITUTION

Please use this template to develop your own club's constitution. Tailor this template to fit your own club's mission and purpose. Please retype the constitution.

## ARTICLE I NAME OF ORGANIZATION

The name of this organization shall be \_\_\_\_\_

## ARTICLE II PURPOSE OF ORGANIZATION

Social Service, Honorary, Political, or Special Interest.

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## ARTICLE III MEMBERSHIP

Membership is limited to Diablo Valley College students only, regardless of race, religion, gender, national origin, physical limitation or sexual orientation.

Basis of membership shall be: \_\_\_\_\_

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Membership dues shall be: \_\_\_\_\_ per \_\_\_\_\_ (optional)

There shall be no hazing.

## ARTICLE IV QUALIFICATION AND ELECTION OF OFFICERS

- Section 1. Officers must have at least a cumulative 2.0 GPA. Must be enrolled in 5 units. Higher GPA or units requirements are determined by the club.
- Section 2. Officers are usually President, Vice President, Secretary, Treasurer, and Inter-Club Council representative.
- Section 3. Executive Council optional, but should consist of President, Vice President, Secretary and Treasurer.
- Section 4. Club elections will be held \_\_\_\_\_ (Remember: UPDATE FORM must be filed no later than the fourth week of fall semester.) How will elections be held? (Nominations first, then election. Election by ballot? How many votes are required for an officer to be elected?)

## ARTICLE V DUTIES OF THE OFFICERS

### Section 1. PRESIDENT

- A. Preside over all meetings.
- B. Call special meetings.
- C. Carry out the provisions of the Constitution.
- D. Appoint committees and chairpersons.
- E. Oversee all committee activities.
- F. Represent the organization on public occasions.

### Section 2. VICE PRESIDENT

- A. Assume the duties of the president in his/her absence.
- B. Act as publicity chair (membership, etc.)
- C. Perform any duties delegated to her/him by the president.

### Section 3. SECRETARY

- A. Keep accurate minutes of all meetings.
- B. Responsible for correspondence.
- C. Print and distribute agendas and minutes for all meetings.

### Section 4. TREASURER

- A. Administer funds and finances for club.
- B. Keep financial records and collect dues.
- C. Pay bills and release funds as voted by the general membership.
- D. Make financial reports when called upon to do so.
- E. Work with Club Advisor to insure that funds are properly collected, deposited, and accounted.

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- Section 5. INTER-CLUB COUNCIL REPRESENTATIVE
- A. Attend all ICC meetings.
  - B. Vote on behalf of the club being represented.
  - C. Report the results of ICC meetings to the club.

- Section 6. EXECUTIVE COUNCIL
- The executive council shall meet as often as the membership decides.
- A. Formulate policy of the club between regular meetings and, in case of emergencies, subject to approval of the general membership.
  - B. To execute policies determined by the general membership.
  - C. To govern the activities of the club.
  - D. To compile agendas for general meetings.

## **ARTICLE VI IMPEACHMENT AND REPLACEMENT OF OFFICERS**

Section 1. Impeachment of officer(s) is based on: (state reasons why an officer can be removed)

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Section 2. State how someone can initiate the impeachment of an officer. Include such information as who can initiate it (officer, member, either); how they do so (submit a written explanation of reasons); where the matter is discussed (private meeting with the officer up for removal, at an executive meeting, general meeting), how long it is discussed (heard for one or two meetings), and how the decision is made (officers vote, general membership vote, quorum required).

## **ARTICLE VII MEETINGS**

Section 1. Meetings shall be held twice a month (weekly, monthly) unless otherwise decided by the club.

Section 2. Special meetings may be called through the President upon the request of five members of the club.

## **ARTICLE VIII ADVISOR**

Section 1. All recognized clubs must have a Diablo Valley College employee as an advisor, who attends all official meetings and events.

Section 2. Removal of advisor(s) is based on: (state reasons why an advisor can be removed).

Section 3. State how someone can initiate the impeachment/removal of the advisor. Include such information as who can initiate it (officer, member, either); how they do so (submit a written explanation of reasons); where the matter is discussed (private meeting with the officer up for removal, at an executive meeting, general meeting), how long it is discussed (heard for one or two meetings), and how the decision is made (officers vote, general membership vote, quorum required).

## **ARTICLE IX RESPONSIBILITIES**

Section 1. This organization accepts full financial responsibility for all activities which bears its name as an official sponsor, and will adhere to all District and College policies and procedures.

## **ARTICLE X AMENDMENTS TO CONSTITUTION**

Section 1. Any amendment requires a 2/3 vote at a general meeting.

Club President's Signature: \_\_\_\_\_

Club Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_