

GENERAL OUTLINE FOR A CONSTITUTION

You may use this template, but you should retype your club's constitution in a different document.

ARTICLE I NAME OF ORGANIZATION

The name of this organization shall be _____.

ARTICLE II PURPOSE OF ORGANIZATION

Use this space to describe your organization's mission and goals.

ARTICLE III MEMBERSHIP

Membership is limited to Diablo Valley College students only, and cannot be exclusive in terms of race, religion, gender, national origin, physical limitation or sexual orientation.

Section 1. Requirements for membership

Section 2. Membership dues are optional and shall be: _____ per semester/year.

Section 3. There shall be no hazing.

Section 4. Member expectations? Attendance requirements?

ARTICLE IV QUALIFICATION AND ELECTION OF OFFICERS

Section 1. Officers must have a cumulative GPA of 2.0 or higher and be enrolled in at least 5 units. You may require a higher GPA or units if you'd like.

Section 2. Officers are usually President, Vice President, Secretary, Treasurer, and Inter-Club Council representative, but you may call your officers whatever you like.

Section 3. Will you have an executive board? Will your executive team meet regularly? This should be outlined in the constitution as an expectation for officers.

Section 4. Club elections will be held _____

- Remember: club renewal forms are due the 4th week of the semester
- Write something like the club will begin meeting the second week of the Fall semester and elections will be held in the third week. A ballot will be passed out and a simple majority will win the election
- Will you do nominations one meeting and voting the next? Will there be speeches? How will you handle a tie?
- Will you do a ballot? Raise hands?
- How many votes does it take to win? Simple majority?
- What happens if an officer steps down?
- How will you hold officers accountable for their responsibilities?

ARTICLE V DUTIES OF THE OFFICERS

Section 1. PRESIDENT

- Preside over all meetings.
- Call special meetings.
- Carry out the provisions of the Constitution.
- Appoint committees and chairpersons.
- Oversee all committee activities.
- Represent the organization on public occasions.
- What else?

Section 2. VICE PRESIDENT

GENERAL OUTLINE FOR A CONSTITUTION

- 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.
- D. What else?

Section 3.

SECRETARY

- A. Keep accurate minutes of all meetings.
- B. Responsible for correspondence.
- C. Print and distribute agendas and minutes for all meetings.
- D. Anything else? Website management? Manage club email? Check club mailbox?

Section 4.

TREASURER

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

Section 5.

INTER-CLUB COUNCIL REPRESENTATIVE

- A. Attend all ICC meetings
- B. Vote on behalf of the club
- C. Report the results of ICC meetings to the club

Section 6.

EXECUTIVE BOARD

The executive board shall meet _____ (weekly/biweekly/monthly) to plan the club meetings and activities.

- A. Formulate club policies
- B. Govern the club
- C. Compile agendas for general meetings

Section 7.

WHAT OTHER OFFICERS WILL YOU NEED?

- A. Event planner
- B. Membership chair
- C. Fundraising chair
- D. Alumni chair
- E. Something specific to your club?
- F. Public Relations/marketing

ARTICLE VI

Section 1.

IMPEACHMENT AND REPLACEMENT OF OFFICERS

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

Section 2

State how someone can initiate the impeachment of an officer. Include such information as:

- A. Who can initiate impeachment (officer, member, either);
- B. How to initiate impeachment (submit a written explanation of reasons)
- C. Where is the matter 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)
- D. How the decision is made (officers vote, general membership vote, quorum required).
- E. Will you offer a warning?

GENERAL OUTLINE FOR A CONSTITUTION

Section 3. How will the club replace officers?

ARTICLE VII

MEETINGS

Section 1.

Meetings shall be held (weekly, twice weekly, twice a month)

Section 2.

Special meetings may be called through the President upon the request of five members of the club. How much advance notice does the president need to give?

ARTICLE VIII

ADVISOR

Section 1.

All recognized clubs must have a Diablo Valley College employee as an advisor, and the advisor must attend all official meetings and events.

Section 2

The advisor can resign if the partnership with the club is not working. If the advisor resigns, the club must find a replacement. Clubs cannot be active without a faculty or staff advisor.

Section 3

Are there other expectations that you have for your advisor?

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: _____ Date: _____

Club Advisor's Signature: _____ Date: _____