



Format for Drafting a Constitution

The Constitution of club contains the fundamental principles which govern its operation and establishes the specific rules of guidance by which the group is to function. All, except the most informal groups, should have their basic structure and methods of operation in writing.

Why have a Constitution?

By definition a club is a "body of persons organized for some specific purpose, as a club, union, or society." The process of writing a constitution will clarify your purpose, delineate your basic structure, and provide the cornerstone for building an effective group. It will allow members and potential members to have a better understanding of what the club is all about and how it functions. It will provide a structure to aid future leaders of your club to ensure that the group continues on a sound course. If you keep in mind the value of having a written document that clearly describes the framework of your club, the drafting of the constitution will be a much easier and more rewarding experience.

What should be covered by a Constitution?

The following pages are an outline of the standard information to be included in a constitution to be consistent with college guidelines. (Please note: All items in bold type must be included.) Other articles and sections are included to provide some examples of sound club practices. However, remember the constitution is for your club. It's important to think through what is written so it reflects your club's purposes and needs as well as includes college requirements. The prime objective is to draft a document that covers these topics in a clear and concise manner. If you have any questions you should consult with your faculty/staff advisor or any professional staff person in the Student Life Office.

What do we do after we draft the Constitution and we become a recognized club?

Remember the reason for having a constitution is that it articulates the purpose of your club and spells out the procedure to be followed for its orderly function. Once your club develops this constitution, review it at least once an academic year. The needs of a club will change and it's important that this constitution reflect the current state of affairs. Of course it is in the best interest of your club to keep a copy of any amendments in the Student Life Office.

Make sure every member of your club has a copy of this constitution. This will help members stay informed about the opportunities for participation and procedures they need to follow to be an active contributing member.

A thorough study of your club's constitution and bylaws should be a part of an officer orientation and officer transition.

Club Constitution

ARTICLE I: NAME AND PURPOSE OF THE CLUB

Section I: The name of this club shall be **Click or tap here to enter text.**

Section II: The club is a (social | service | honorary | political | special interest) and the mission and purpose of this club is to **Click or tap here to enter text.** at Las Positas College.

ARTICLE II: REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS

Section I: Membership in this club shall be open to any student at Las Positas College on the basis of race, creed, religion, gender, political affiliation, sexual orientation, or physical handicap.

Section II: Voting membership is limited to enrolled students at Las Positas College.

Section III: Any member may be suspended or expelled from the club for conduct contrary to the Constitution of the club or for conduct, which impairs the rights of the members to enjoy the benefits of the club. The offense must be in writing and submitted by a club member. After the offense is submitted to the club, the offending member has the right to a twenty- four (24) hour notice of a hearing before their peers at a regular meeting and the offending member may be suspended or expelled by a two-thirds (2/3) affirmative vote of the voting members present. Suspended or expelled club members may exercise due to process through the college's grievance procedure.

ARTICLE III: OFFICERS

Section I: The elected officers of the club shall be the President, Vice President, Treasurer, Secretary, ICC Representative and other officers as necessary.

Section II: Powers and Duties of Officers:

Clause I: The President shall preside at all meetings of the club. They shall be the official spokesperson of the club, representing the policies, views, and opinions of the club in its relations with the campus and community at large. They may have further duties as prescribed by the club.

Clause II: The Vice President presides at the club meetings in the absence of the President. They perform duties delegated by the President. They notify all members of the club meetings.

Clause III: The Secretary takes minutes at all meetings of the club, files minutes, and submits required copies to all club members. They are responsible for all club agendas, minutes, correspondence, and keep copies of all club documents and correspondence on file. They act as historian and maintain all records of the club.

Clause IV: The Treasurer is responsible for completing and maintaining club financial records in accordance with College policy and procedure. They are responsible for keeping records of all club finances and provide financial reports to the club when called upon.

Clause V: The ICC Representative is responsible for attending all ICC meetings. They are to serve as the primary contact for the club and votes on the club's behalf for Inter-Club Council business. They are responsible for communicating information and decisions shared during the ICC meetings. The ICC Representative may also serve as any of the Officers listed in Article III., Section II.

Section III: Officer Qualifications

Clause I: Must be a currently enrolled credit student in good standing at Las Positas at the time of appointment/election and throughout their officer term.

Clause II: Must be a voting member of the club for one semester.

Clause III: Must be enrolled in a minimum of one (1) credit course a semester at Las Positas College and have a cumulative grade point average of no less than 2.0.

Section IV: Petition by 1/3 of the total number of members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to the club, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election." Recall requires an affirmative vote of 2/3 of the total voting membership.

Section V: In the event an elected officer is unable to fulfill their term of office, there will be a "Special Election." Any eligible member, including those already holding office, can be nominated for a vacated officer position.

ARTICLE IV: MEETINGS

Section I: Regular meetings are scheduled at least bi-monthly during the academic year.

Section II: Special Meetings are called by any elected officer or by 5% of the voting members of the club. All members must be given a minimum of forty-eight (48) hours (working days) prior to the Special Meeting time.

Section III: Business cannot be conducted unless a quorum of the membership is present, and an Advisor is present. Quorum for this club is defined as more than half of the voting membership.

ARTICLE V: ELECTIONS

Section I: Officers are elected once an academic year. Elections are held at the end of each academic year for the following year's term.

Section II: At least one (1) week's notice will be provided for any meeting at which an election is held.

ARTICLE VI: ADVISORS

Section I: An individual employed by Las Positas College will serve as advisor to this club **Click or tap here to enter text.**

Section II: The role of the advisor is to **Click or tap here to enter text.**

ARTICLE VII: METHOD TO AMEND THE CONSTITUTION

Section I: Proposed constitutional amendments or changes will be presented, in writing, to the club one meeting before this amendment is voted on.

Section II: Approval by 2/3 of the voting members present at a regular club meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

Section III: A copy of this constitution/bylaws and/or amendments to this constitution must be filed in the Student Life Office at Las Positas College.

ARTICLE VIII: DISBURSAL OF CLUB ASSETS

Section I: In the event the **Click or tap here to enter text.** should become deactivated, all assets will be turned over to the Las Positas College Inter-Club Council as dictated in the ICC Bylaws.

ARTICLE IX: STATEMENT OF AFFILIATION

Section I: This club is affiliated with **Click or tap here to enter text.**

Section II: A copy of any constitution/bylaws of **Click or tap here to enter text.** must be filed in the Student Life Office at Las Positas College.

ARTICLE X: RULES OF ORDER

Section I: The **Click or tap here to enter text.** accepts “Roberts Rules of Order” (newly revised) as its Rules of Order.

Section II: Any issue not directly written in this document will be resolved by referring to the Rules of Order and in accordance applicable College and/or District policy, and any relevant Education Code regulations.

ARTICLE XI: APPROVAL

Section I: This constitution was approved by **Click or tap here to enter text.** on *Month, Date, Year.* (*This must be approved by the entire club, not just the executive officers and not by the one or two club members*).