

GENERAL OUTLINE FOR A CONSTITUTION

Associated Students of Las Positas College (ASLPC)
Inter-Club Council (ICC)

ARTICLE I – NAME OF THIS ORGANIZATION

The name of this organization shall be _____.

ARTICLE II – PURPOSE OF THIS ORGANIZATION

Social, Service, Honorary, Political, or Special Interest. Define the general mission of your organization. (Please keep it brief.)

ARTICLE III – MEMBERSHIP

1. ANY Las Positas College student is eligible to join ANY club.
2. Membership is limited to Las Positas College students only.
3. Membership dues shall be \$ _____ per _____ (optional).

ARTICLE IV – QUALIFICATIONS AND ELECTIONS OF OFFICERS

- Section 1: Officers are usually President, Vice President, Secretary, Treasurer, and ICC Representative.
- Section 2: Executive Council usually consists of President, Vice President, Secretary, and Treasurer.
- Section 3: Club elections will be held _____.

ARTICLE V – DUTIES OF THE OFFICERS

- Section 1: President
- A. Presides over all meetings.
 - B. Calls special meetings.
 - C. Carries out the provisions of the Constitution.
 - D. Appoints committees and chairmen.
 - E. Oversees all committee activities.
- Section 2: Vice President
- A. Assumes duties of the President in his/her absence.
 - B. Performs any duties delegated to him/her by the President.
- Section 3: Secretary
- A. Keeps accurate minutes of all meetings.
 - B. Acts as correspondence clerk.
 - C. Prints and distributes agendas for all meetings.
- Section 4: Treasurer
- A. Handles funds and finances for the club.
 - B. Keeps financial records and collects dues.
 - C. Pays bills and releases funds as voted by the general membership.
 - D. Makes financial reports when called upon to do so.

- Section 5: Inter-Club Council Representative
- A. Attends all ICC meetings.
 - B. Reports the results of the ICC meetings to the club.
 - C. Helps coordinate “Club Day.”

ARTICLE VI – EXECUTIVE COUNCIL

Section 1: The Executive Council shall meet as often as the organization decides.

- Section 2: Duties of the Executive Council
- A. To formulate policies of the club between regular meetings in case of emergencies, submit 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 the general meeting.

ARTICLE VII – IMPEACHMENT AND REPLACEMENT OF OFFICERS

Section 1: Impeachment of officer(s) is based on [state grounds]: _____.

An officer may be impeached only under the following conditions: There must be a quorum present during impeachment, 2/3 of the membership must vote, and prior to impeachment there must be one week’s notice of the intent publicized.

Section 2: Replacement of officers shall occur in the following manner: _____.

ARTICLE VIII – COMMITTEES

Section 1: The standing committees of this organization are: _____.

ARTICLE IX – ADVISOR

Section 1: The role of the advisor is: _____.

ARTICLE X – RESPONSIBILITIES

Section 1: This organization accepts full financial responsibility for all activities which bear its name as official sponsor and will adhere to all College regulations. All publicity for an event must bear the name of the sponsoring organization.

ARTICLE XI – AMENDMENTS TO THE CONSTITUTION

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

Club Meeting Approval Date (attach meeting minutes)	
Advisor's Signature:	
Date ICC Chair Received:	
Date Office of Student Life Received:	