

CLUB CONSTITUTION TEMPLATE

In order to expedite the process of creating a club constitution, a constitution template can be found below. **This template can be copied directly into your constitution or can be used as a rough format.** The template was created from previously approved constitutions so it is an excellent resource for the sections that require specified detail. An electronic copy is available on the Office of Student Activities website.

You are not required to use the template, but are encouraged to review it while writing the constitution as it contains important information. **If using as a template DELETE highlighted section and insert the Club Name in the Title above (e.g., NURSING CLUB CONSTITUTION).**

Article I – Name

The name of this organization is the (CLUB NAME).

Article II – Purpose

(INSERT PURPOSE OF CLUB – REFER TO ARTICLE DESCRIPTIONS)

Article III – Membership

Section I

All currently registered students of College of Alameda, in good academic standing, are eligible for membership. Attendance will be taken at meetings as to promote attendance and record who are considered active members. Active membership is defined as attendance at a minimum of (PERCENTAGE) of meetings per semester. All active members have voting privileges.

Section II

(CLUB NAME) will not have according to California State Law; we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

Article IV – Officers

Section I

Executive Board

1. The Executive Board consists of the President, Vice President, Treasurer, and Secretary.
2. All four members are responsible for the planning and enactment of any events and projects the (CLUB NAME) undertakes.
3. The entire Executive Board must vote upon decisions it makes. In the case of a tie, the President has the tiebreaking vote.

Section II

President:

1. Directs and calls meetings of the (CLUB NAME).

2. Point of contact between the (CLUB NAME) and other organizations, ASCOA and Office of Student Activities and Campus Life.
3. Decides the agenda and purpose for each meeting.
4. Ensures that planning and execution of club trips and events are done properly by the Executive Board.
5. Able to delegate duties not specified by the constitution, but within the scope of the club, to members of the club.
6. Communicates with members regarding meetings and events.

Vice President:

1. Assumes the responsibilities of the President in their absence.
2. Assists the President in any projects undertaken by the club, including planning for meetings.
3. Directs advertising of events by working with the Executive Board to allot funding for event marketing, and may delegate advertisement responsibilities, such as the creation of flyer designs, to other willing active members.

Treasurer:

1. Directs club fundraising efforts.
2. Manages club budget and finances.
3. Manages any invoices club receives.
4. Coordinates with the ASCOA Treasurer to attain funding and coordinating with the Office of Student Activities and Campus Life, for planning and execution of club events.

Secretary:

1. Takes attendance at every meeting.
2. Takes meeting minutes
3. Handles all club correspondence

Article V – Elections

Section 1

Nomination Process

1. Nominations will be held at least two weeks in advance of the election. Two ineligible Executive Board members and/or the club advisor will verify the ballot of candidates.
2. Any active club member of the club may nominate another eligible active club member to run in the election. The nominated active club member must accept the nomination by the other person in order to become an official candidate.
3. Self-nomination is allowed.
4. All nominations, including self-nominations, have to be seconded by another active member.
5. All active club members in good academic standing that are not graduating are eligible for nomination.
6. The date for nominations will be announced at least two weeks in advance of when it will occur. Nominations will be held in (MONTH).

Section II

Election Process

1. Active members of the (CLUB NAME) elect officers.
2. 2/3 of active club members must be present and vote at the election meeting in order for an officer to be elected.

3. A majority of the votes of the active members who are present during the election is required to assume an officer position.
4. In the event of a tie or no one receiving a majority vote, a recount of the vote ensues.
5. If there is still not an elected official after the vote tally has been recounted, another election for the position shall be held at the following meeting for the two candidates with the highest vote count. This special election shall follow the same procedure as a normal election, when applicable.
6. Voting will be done in person at a meeting. Elections will be held in the beginning of (MONTH). Members will cast paper ballots.
7. New officers will take office at the end of (MONTH).
8. Two graduating members and/or the club advisor shall count the ballots.
9. Absentee ballots are not permitted.

Section III

Office Vacancy

1. Vacancies in officer positions shall be filled by a special election.
2. If the Presidency is vacant, the Vice President shall become President, and a special election for Vice President will be held when a 2/3 quorum of active members is present and voting. For all other vacancies on the Executive Board, a special election will take place to fill the vacancy.
3. The date of the special election will be announced at least one week in advance of when it will occur. The election will take place within two weeks of the position becoming vacant.
4. Special elections will follow the same procedure as regular elections.

Article VI – Impeachments

1. An officer can be removed from his or her position if he or she is found to be violating the constitution of (CLUB NAME) or violating AP 5500 Standards of Student Conduct, Discipline Procedures and Due Process.
2. The President will call and preside over impeachment meetings and procedure.
3. If the President is being impeached, the Vice President will preside over the impeachment.
4. Any active club member can bring forth an impeachment proceeding. They must present his or her case for impeachment in writing to the Executive Board.
5. The President will call a general club meeting within one week of the writ of impeachment being presented to the Executive Board.
6. To begin the impeachment process, a vote for impeachment will be taken by eligible voting members.
7. 2/3 of voting members must be present for a vote to proceed.
8. A majority of the voting members present must vote in favor of beginning the impeachment process.
9. The officer subject to impeachment will be allotted a maximum of 5 minutes to speak in defense. This meeting will be held within two weeks after the meeting where the vote to begin the process of impeachment takes place. This second meeting must be scheduled when the officer in question can attend.
10. A quorum of 2/3 of active club members must be present to remove an officer once the process has started and the officer has been given an opportunity to address the club.
11. 2/3 of active club members present at the meeting must vote in favor of removing the officer in order for the officer to be removed.
12. The vote to begin impeachment proceedings and the vote on whether to remove the officer shall not take place on the same day.

Article VII – Meetings

1. (CLUB NAME) shall meet every week while classes are in session during the academic school year.
2. The President has the authority to convene additional meetings in preparation for an event of any type.
3. The President has the sole authority to call meetings. In the President's absence, the Vice-President shall call meetings.
4. The President shall alert all active members 48 hours before any meeting is called.
5. 51% of active club members must be present in order for a decision to be made.
6. The minimum quorum to hold a club meeting is 51% of active club members.
7. The club advisor must be present to hold a club meeting.

Article VIII – Constitutional Amendments

1. Any active member of (CLUB NAME) can propose amendments to the constitution in writing during a club meeting. There will be a discussion period at this meeting of no longer than (X MINUTES).
2. The vote on the amendment will be at the following meeting after the meeting it was presented and discussed at.
3. At least 2/3 of active club members must be present at the meeting in order to vote on the measure. 2/3 of those active members present at the meeting must vote in favor of the amendment for it to pass.
4. Any and all changes must be approved by the ICC prior to adoption. All amendments, additions, or deletions must be filed with the Office of Student Activities and Campus Life within one week of adoption.

Article IX – Acknowledgements

1. (CLUB NAME) realizes the responsibilities it assumes as set forth in its purpose and that it will abide by the Constitution on file in the Office of Student Activities and Campus Life, ASCOA bylaws and Peralta Community College District (PCCD) policies and procedures.

(CLUB NAME) views do not necessarily represent those of College of Alameda or the Peralta Community College District.

Ratified by a vote of (INSERT NUMBER) in favor and (INSERT NUMBER) opposed and (INSERT NUMBER) abstaining on this (ENTER DATE) of (INSERT MONTH), (INSERT YEAR).