

CLUB CONSTITUTION AND BY-LAWS EXAMPLE

When drafting your club constitution and by-laws, you can use this form as a guideline. Turn the constitution and by-laws in to the Campus Activities Office (Room 1205) after the club has ratified the constitution.

CONSTITUTION OF

(Club name)

ARTICLE I NAME

Section 1. The name of this organization shall be _____

ARTICLE II PURPOSE

Section 1. The purpose(s) of this organization shall be _____

ARTICLE III MEMBERSHIP

Section 1. Membership is restricted to all currently enrolled student of Ohlone College.

Section 2. A person is a member in good standing when he or she _____

Section 3. The rights of voting and holding an office are reserved for club members only.

ARTICLE IV

OFFICERS

Section 1. The officers shall be – (name & title of officers):

Section 2. The club shall be organized with the following structure:

Section 3. The Club shall select a member to represent the club on the Inter Club Council.

- Section 4. To be eligible for office, candidate shall _____

- Section 5. Officers shall be elected/appointed (select one) _____
(example: upon election, when, on May 15, in spring semester, etc)
- and shall take office _____
Elected officers must receive _____ of votes to be
elected (example: majority, plurality, 2/3 etc.)
- Section 6. Vacancies in office shall be filled by (example: by appointment, by election, etc.)

ARTICLE V

MEETINGS

- Section 1. Regular meetings shall be held _____
(When)
- Section 2. Special meetings may be called by _____

- Section 3. A quorum of ____ (example: 2/3, 1/2, 2, etc.) of the members and officers shall be necessary to conduct business. (NOTE: A quorum is the minimum number of voting members who must be present at a meeting to make official binding decisions. Select number, which allows you to do business regularly, but which prevents a small number of members or officers from controlling the club.)

ARTICLE VI

SOURCE OF POWER

The source of power of this club is the President/Superintendent of Ohlone College, the legal representative of the Board of Trustees, who delegates uh powers as are appropriate to the ICC, which recognizes each club to conduct its power business. In accepting this constitution,

(Club name)

agrees to abide by the Ohlone College policies and regulations, which apply to students and student clubs.

ARTICLE VII

AMENDMENTS AND RATIFICATION

- Section 1. The constitution shall be ratified by a _____
(Majority, 2/3, etc.)
Vote of the members attending a meeting with a quorum.

CLUB BY-LAWS

ARTICLE I

RULES OF PROCEDURE

The club shall be guided in its procedures by Robert's Rules of Order, latest edition, when no other rules have been specifically established in the by-laws or constitution.

ARTICLE II

DUTIES OF OFFICERS

The duties of the officers shall be:

1. Inter Club Council (ICC) Representative:
 - a) Attends ICC meetings
 - b) Coordinate club events with campus calendar
 - c) Participate in ICC activities
2. The President shall _____

ARTICLE III

The club shall have the following committees to do the following tasks:

ARTICLE IV

Dues (if any) shall be ____ per ____ (semester/year) payable at the beginning of (time period).

ARTICLE V

ELECTION/OFFICERS SELECTION

- Section 1. Nominations shall be made by _____ (when/who).
- Section 2. Election for new officers shall be conducted _____ (how – by voice vote, written ballot, etc. and when and where) supervised by _____
- Section 3. Votes will be counted by _____
- Section 4. New officers shall be installed _____ (when).