

## **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:

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**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).