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).