

## CLUB CONSTITUTION TEMPLATE

### ARTICLE I: Name of Organization

**Section 1:** The name of the organization shall be *[name of the club]*.

### ARTICLE II: Purpose of Organization

**Section 1:** *[Provide a general statement of the purposes and the scope of the organization, itemizing the purposes if there is more than one main point.]*

### ARTICLE III: Qualifications for Membership & Eligibility

#### **Section 1: Membership & Eligibility**

*[State eligibility and standards for membership. Minimum requirements are: must be a Cuesta College student and hold a 2.0 GPA each semester].*

#### **Section 2: Honorary Membership**

*[State eligibility and standards for honorary membership, if applicable].*

### ARTICLE IV: Officers

#### **Section 1: Officers**

The officers of this organization shall be President. *[Only a President is required]*

#### **Section 2: Duties**

##### **A.** The president shall:

- Allow membership to all Cuesta College students including but not limited to race, religion, sex, gender identity, national origin, or disability.
- Delegate a member to attend bi-annual Inter-Club Council (ICC) meetings.

- Work in cooperation with other clubs for the good of the entire Cuesta College community.
- Inform members of school policies pertaining to clubs and honor those policies in all official club activities.
- Send Student Life & Leadership staff enrollment rosters, meeting records, etc. Upon request.

### **Section 3: Term of Office**

*[State the terms of office for each officer].*

### **Section 4: Selection/Elections**

*[State selection/election procedures].*

### **Section 5: Vacancies**

*[State procedures for filling a vacancy].*

### **Section 6: Removal from Office**

*[State resignation and impeachment procedures].*

### **Section 7: Advisor**

The advisor shall:

- be employed by Cuesta from the initial date of club approval and remain so indefinitely. If the advisor leaves Cuesta College, a new one will need to be appointed and
- Maintain active communication with club leadership and members for guidance and mentorship.
- Ensure that District policies and procedures are followed.
- Attend and oversee club meetings and functions as much as possible.
- Work with the President to document meeting attendance and enrollment regularly.
- Attend a Club Orientation with the club President and Student Life and Leadership staff upon approval. Attend club meetings regularly.
- *[Add any additional advisor responsibilities if applicable].*

## **ARTICLE V: Quorum**

### **Section 1: Quorum for regular meetings**

*[State the minimum number of members present at a meeting to transact business legally. (Suggestion: half of the total membership)]*

## **Section 2: Quorum for special meetings**

*[State quorum for a special or committee meeting. In other words, are there different standards for a special meeting (e.g. 1/3 or total membership)? If it is the same, state that the quorum for a special or committee meeting is the same as outlined in section 1].*

## **ARTICLE VI: Amendements**

**Section 1:** The constitution may be amended by a *[2/3, 3/5, club's choice]* vote of the members present at a meeting of the organization at which a quorum is present.

## **ARTICLE VII: Enacting Clause**

**Section 1:** The constitution shall become effective upon approval.

## **ARTICLE VIII: Authority**

**Section 1:** The authority for the establishment of this organization shall be the Associated Students of Cuesta College Constitution. Said constitution shall take superiority over any or all parts of this document in conflict with the same. If any provision of this document is contrary to the laws and regulations established by said constitution, the remainder of this document shall become null and void.