

Sample Outline for a Constitution & Bylaws

Create your own base on your needs and ideals

ARTICLE I

NAME OF STUDENT ORGANIZATION

The name of this student organization shall be *(May use Cabrillo in club name. Do not leave this italicized section in final constitution.)*

ARTICLE II

PURPOSE OF THE STUDENT ORGANIZATION

The purpose of the club is to _____

ARTICLE III

MEMBERSHIP

Any ASCC cardholder who carries a minimum of $\frac{1}{2}$ unit is eligible to join this club. Membership dues shall be \$_____ per_____. A waiver for membership due will be available. Members cannot be on academic or social probation.

ARTICLE IV

QUALIFICATION AND ELECTION OF OFFICERS

- Section 1.** Club officers must be currently enrolled, have at least a 2.0 cumulative Grade Point Average (GPA), must maintain _____units, have a current Cabrillo ASCC card, and must not be on academic or social probation. *(Any unit or higher GPA is determined by the club. Do not leave this italicized section in your final constitution.)*
- Section 2.** Officers will be President, Vice-President/ICC Representative, Secretary, and Treasurer. *(Or can have different officer titles, please list them. Do not leave this italicized section in your final constitution.)* Club elections will be held no later than the 6th week of Spring Semester.
- Section 3.** The election will be done by secret ballot by club members who have attended at least two meetings.

Section 4. _____

Section 5. _____

ARTICLE V

DUTIES OF THE OFFICERS

Section 1. President

- A. Preside over all meetings
- B. Call special meetings.
- C. Carry out the provisions of the constitution.
- D. Appoint committees and chairpersons.
- E. Oversee all committee activities.
- F. _____

Section 2. Vice

President/
ICC Rep

- A. Assume the duties of the president in his/her absence.
- B. Perform any duties delegated by the president.
- C. Attend all Inter Club Council meetings.
- D. Report the results of ICC meetings at club meetings.
- E. _____
- F. _____

Section 3. Secretary

- A. Record and keep accurate minutes of all meetings.
- B. Act as correspondence clerk.
- C. Print and distribute agenda for all meetings.
- D. _____
- E. _____

Section 4. Treasurer

- A. Handle funds and finances for club.
- B. Keep financial records and collect dues.
- C. Pay bills and release funds as voted by the general membership.
- D. Make financial reports at least once a month at the meeting.
- E. _____
- F. _____

ARTICLE VI

EXECUTIVE COUNCIL

- Section 1.** The Executive Council will consist of the (Co) President (s), Vice President(s)/ICC Representative, Secretary, and Treasurer who shall meet as often as necessary.

Section 2. Duties of the Executive Council

- A. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.
- B. To execute policies determined by the general membership.
- C. To govern activities of the club.
- D. To compile agenda for general meetings.
- E. _____

- F. _____

ARTICLE VII

**IMPEACHMENT / REMOVAL AND
REPLACEMENT OF OFFICER AND MEMBERS**

Section 1. All elected officers may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.

Section 2. Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal there must be one week's notice of intent publicized.

Section 3. Replacement of officer(s) shall be filled in the following manner (*Line of succession - in absence of President, Vice-President, Secretary and Treasurer.*)

ARTICLE VIII

MEETINGS

Section 1. There must be public notice on the club board at least three (3) school days in advance.

Section 2. There must be a meeting at least once a month held at Cabrillo.

Section 3. There must be a quorum (a quorum is 50 percent plus 1 of the active or dues paying membership) present in order to take care of financial action.

Section 4. Minutes must be kept of all financial action with the club secretary.

Section 5. The treasurer will need to make a written and oral report at least once a month at the meeting.

Section 6. _____

ARTICLE IX

COMMITTEES

Section 1. The standing committees of this club shall be appointed as necessary:
*(or list specific committee titles and brief description of committee.
Do not leave this italicized section in your final constitution.)*

ARTICLE X

ADVISOR

Section 1. The role of the advisor is to:

- A.** Serve as the official staff representative of the college.
- B.** Work closely with the club to insure a cooperative relationship between the advisor, and the club membership.
- C.** Help each officer of the organization understand their duties.
- D.** Give particular attention to the financial activities of the group order to prevent the incurring of organizational debts for succeeding members to pay.
- E.** Help students to understand and apply democratic principles within their own organizations, and in working with others.
- F.** Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
- G.** Be familiar with the ICC Bylaws, ICC Financial Code, and club financial process.
- H.** Insure that all reasonable steps are taken to insure the safety, and Welfare of club members.
- I.** Insure that appropriate college policies are upheld.
- J.** To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or (co) president signs it and (2) that the expenditure is correct within all existing policies.
- K.** Others:

ARTICLE XI

RESPONSIBILITIES

- Section 1.** This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

ARTICLE XII

RIGHT TO ACT

- Section 1.** Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

ARTICLE XIII

AMENDMENTS TO CONSTITUTION

- Section 1.** Any amendment change requires a two-thirds vote at a general meeting, copies distributed to all clubs, ICC Officers, Secretary and Student Activities Coordinator.