

## Sample Club Constitution

### Constitution

#### Insert Club Name

Adopted (Insert Date)

This is a sample constitution; you can adapt this into your own version of it, or base your own constitution on it. If you would like to use this as a basis for your constitution, I've highlighted the bits you should pay the closest attention to. Be sure to read through everything and double check before submission. Thank you! Delete this message for the final submission.

#### Article I Name

The name of this organization shall be the **XOX** Club and hereafter shall be referred to as *(insert initials of club)*.

#### Article II. Purpose

The **XOX** exists to \_\_\_\_\_ (outline purpose)

**The first three sections, as well as article V, are *mandatory* for all constitutions and cannot be edited, delete note after consideration**

#### Article III. Membership

**Section 1.** All members of **XOX** must be currently enrolled Olympic College students.

**Section 2.** Membership in the **XOX** is open to all students, and is open without regard to race, color, creed, sex, sexual orientation, marital status, age, national or ethnic origin, gender identity or expression, handicap, the presence of any physical, sensory, or mental disability, status as a disabled or Vietnam era veteran, religious or political beliefs.

**Section 3.** Associate members consist of OC faculty, staff, Student Government employees, and community members who are interested in the club's purpose. These are non-voting members and they cannot hold office.

#### Article IV. Officers

**Section 1.** The officers of the **XOX** are as follows:

- President
- Vice President
- Secretary/Treasurer

*Please note you can have other positions such as public relations. Also, chairpersons may serve as officers if you so choose. The three above are mandatory for every club. Do not put the names of individuals in the constitution. Delete this note after deciding the officer titles of your club.*

**Section 2.** Officers shall be elected, by student club members, in the spring of each year for the next academic year. Election shall be based on a simple majority, with the candidate with the majority vote being selected for the position.

**Section 3.** Eligibility of officers shall be standard with that of all members of **XOX** Club, and they must be able to attend most **XOX** Club meetings and functions as scheduled.

**Section 4.** Duties of officers

a. President

- Preside over all meetings of the **XOX** Club.
- Ensure members receive notice of meetings, training, and other club functions
- Complete reports as required by the Student Government

b. Vice President

- Assume role of President in absence
- Facilitate dissemination of information throughout the center
- Initiate and Coordinate all fund raising activities
- Attend or appoint a delegate to attend the Club Congress meetings  
(This role can also be done by person can be the President)

c. Treasurer/ Secretary

- All accounting and purchasing policies, procedures, and regulations of the OC will be followed.
- Keep a ledger tracking all expenditures and revenue
- Provide reports on the financial status of the organization to the membership
- Secretarial roles: ( These can be split off into another position if needed, delete this note after consideration)
  - Keep Minutes of meetings
  - Keep accurate and updated rosters of all participants in the club.
  - Notify Club Members of future events including, but not limited to:
    - Meetings
    - Educational events
    - Other Group Activities

**Section 5.** Vacancies in any position will initiate a special election. The vote shall operate as outlined for regular elections. The election to fill the vacancy shall happen at the next scheduled meeting following the announcement to the membership of said vacancy. In the event that the responsibilities of said position are of immediate importance, the President may temporarily appoint another club member to perform those duties until a successful candidate has been elected by the club membership.

**Section 6.** The term of office for each elected position shall be one academic year. Current officers may run for re-election to the position that they are currently holding or a new position.

**Article V      Advisor**

**Section 1.** Students will contact, interview, and select an advisor. The advisor must be a faculty or staff member of Olympic College.

*(Do not put the name of the advisor in the constitution)*

**Section 2.** The advisor will be responsible for reviewing and approving all forms and documents. The advisor shall stay informed of the club's activities and serve as a resource for the club in OC policies, processes, and resources. Attend meetings and other activities of the club. Travel with the club.

**Article VI.      Meetings**

Meetings will happen at least once per month with an average duration of one hour, unless the members present approve an extension of the meeting. Quorum will consist of a simple majority of the officers.

**Article VII      Amendments**

Amendments to this document must be voted on and approved by 2/3 of the club membership during a scheduled meeting. After being approved, the updated constitution must be submitted to the SGO VP of Student Life for review. After the advisor has reviewed and approved the amendments, the amended constitution will be kept on file.

**By-Laws**  
**Club Name**

Adopted (Insert Date)

**I. Membership**

Members are expected to attend meetings and events as possible, and should notify an executive board member should they be unable to attend.

Members will also be asked to provide basic contact information (name, phone, e-mail, SID) to aid in dissemination of information.

**II. Meetings**

Meetings will be held a minimum of once each month. At the first meeting of each quarter, the membership will vote on the time for future meetings.

Meetings may be called at other times as needed to discuss club business and issues. It is the responsibility of the Executive board to contact and notify all listed members of these dates and times.

All meetings will be advertised so interested students may attend.

Other activities of the Club (i.e. speakers, training, seminars, etc) are not a required meeting, but attendance is encouraged.

**III. Election Committee**

All members not seeking office of the XOX Club are eligible to comprise the Election Committee, which will consist of no less than 2 members and the advisor. The current president will solicit nominations for the election of candidates at the meeting before the election meeting. Nominations can also be accepted just prior to the election being held. If voting is done by secret ballot the election committee will count the ballots and reveal the results at the meeting.

**IV. Impeachment of Officers**

Impeachment or removal of an officer will require a 2/3 vote of the membership in favor of the proposal. A proposal of this nature must be presented to the membership at one meeting and the vote taken at the next meeting. These meetings must be publicized to the entire membership and the officer being impeached shall be notified that these actions are taking place.

**V. Committees**

Committees will be appointed by the president as need arises for their development.

**VI. Amendment Procedures**

Amendments to this document must be voted on and approved by 2/3 of the club membership present during a scheduled meeting. After being approved, the updated bylaws will be submitted to the SGOC advisor for review. After the advisor has reviewed and approved the amendments, the amended constitution will be kept on file.