

## Sample Constitution

- If your club is revising its constitution or if you are a new club creating a constitution, please use the template below to format your constitution. Follow the template as closely as possible.
- If you are revising a constitution, please highlight the revised sections.

### **Chattanooga State Community College Constitution**

#### **XYZ Club/Organization**

#### **Article I: Name and Purpose**

##### *Section 1: Name*

- State the name of the club - you may abbreviate the name after this section if you identify that abbreviation here.

##### *Section 2: Purpose/Mission*

- State the purpose/mission of your organization- the reasons you exist. This can be in a list format, or in a paragraph.

##### *Section 3: Affiliation*

- If your organization is affiliated with any regional/national organizations, please state those affiliations here.

#### **Article II: Membership**

##### *Section 1: Eligibility for Membership*

- CSTCC clubs/organizations must be open to any CSTCC student. Non-student [e.g., faculty/staff] are not allowed to be full members, but they can be non-voting, affiliate members. State all the categories for membership -voting, affiliate, non-voting, etc.

##### *Section 2: Voting Member Criteria*

- State how a student becomes a voting member [e.g. attends a certain% of meetings/ events, pays dues, etc] and if there are any criteria for any other membership categories. This is an important issue for your organization- you want to make sure that students listed on your voting member list are article, interested students in your group.

### *Section 3: Removal of Members*

- State the process to remove any member who is not in good standing with the club. Due process must be followed. Things to consider are: reasonable notice to the person being considered for removal, opportunity to defend their position, quorum needed to vote, timeline for the process appeal process\*.

\*While you will hopefully not need this section, it is very important that you have a process in place. When you need it, this will clarify the procedure and take out some of the difficult personal issues.

## **Article III: Officers**

### *Section 1: Officer Qualifications*

- Identify what qualifications a student must have to be eligible to be an officer.

This may include GPA, length of time in organization, previous experience, and etcetera. All officers must be current CSTCC students. See Article IV for Election procedures.

### *Section 2: Elected Officers*

List the positions in descending order (e.g., President, Vice-President, and etcetera).

### *Section 3: Duties of Officers*

- List each officer position and their duties. You can include this information in Section 2 if you prefer. You may rename positions and form a non-hierarchical structure. Term of office should also be addressed (e.g., academic year).

#### Typical duties include:

- President: preside at meetings, call special meetings, primary contact with the institution, appoint committee chairs, runs the election process, other
- Vice-President : assume President's duties in his/her absence, schedule meeting/practice rooms/facilities, plans member/officer training programs, other

- Secretary: Takes and distributes minutes of all club meetings, recorder keeper (current and past members, files minutes, etcetera), other
- Club Historian: notify members of meetings, handles the official correspondence of the club, other
- Treasurer: keeps all financial records, notifies organization of financial issues, prepares budget/allocation request, other

#### *Section 4: Vacancy in Office*

- In the event a vacancy should occur (resignation or removal), provisions must be made to fill the vacancy. Officer Succession/"chain of command" should be addressed (e.g. in the event that the President leaves office, the Vice President will assume those duties until a special election is held. Then refer readers to the special election section of Article IV.

#### *Section 5: Removal of Officers*

- Grounds for removal of an officer must be clearly identified. Similar to the removal of members, due process must be followed. (see above) Make sure you note the role of your club advisor.

#### One example:

- A petition to remove the officer in question must be submitted to another officer. This petition must contain the signatures of x% of voting members. When such petition is received, the officer shall call a meeting of the club to determine whether or not the officer should be removed.
- Grounds for removal are to be presented by the officer in charge at a regular or special club meeting.
- The officer in question shall be provided an opportunity to present a defense either in person or in writing.
- A quorum shall be present, and a (x%, 2/3, simple majority) vote of the voting members shall decide upon removal.

\*While you will hopefully not need this section, it is very important that you have a process in place. When you need it, this will clarify the procedure and take out some of the difficult personal issues.

#### *Section 6: Appeal of Removal of Officers*

- This section clearly outlines what procedure a removed officer can take to appeal the club's decision.

## **Article IV: Elections**

### *Section 1: Nomination Process*

- State how officer candidates will be nominated (by a current officer/member, self-nomination, etc.) and the timeline associated with nomination process

### *Section 2: Election*

- Election procedures, quorum present, method of voting (secret ballot etcetera.), and number of terms a person can serve, and when the elections will be held.

### *Section 3: Special Elections*

- This section outlines what procedures will take place if an officer leaves/is removed from office. Clearly state the timeline for these procedures (e.g., within "x" weeks of vacancy occurring). You may use the procedures from Section 2, with a revised timeline.

## **Article V: Advisor**

### *Section 1: Selection*

- Indicate how your club will choose an advisor. Note: All club advisors MUST be an employee of CSCC.

### *Section 2: Duties*

- What do you want your advisor to do? See advisor contract for ideas.

## **Article VI: Meetings**

### *Section 1: Regular Meeting/ Club Activities*

- Address how often business meetings will occur, any regular club activities, etcetera, and process to notify members of meeting/activities.

### *Section 2: Special Meeting*

- Identify why you would call special meetings, and the process used to call these meetings/notify members, etcetera. Will these meetings be run any differently than regular meetings?

### *Section 3: Parliamentary Authority*

- Will you use Robert's Rules of Order? How will the meetings be run?

### *Section 4: Quorum\**

- What % of your membership must be present for official club business to occur? 2/3 is a standard number.

A quorum is a certain percentage of voting members required to be present during a vote. It is VERY important to clearly indicate what your quorum will (often, it is 2/3 of the voting members). You want to make sure that when a vote takes place that you have a representative sample of your voting membership present.

## **Article VII: Committees**

### *Section 1: Committee Structure*

- Include what committees (if any) that your club will have. Include responsibilities of each committee and who is responsible for each committee. Examples include Membership, Programs, Elections Fundraising, and etcetera.

### *Section 2: Special/ Ad-Hoc Committees*

- State those special/ad-hoc committees may be formed if needed.

## **Article VIII: Finances**

### *Section 1: Co-Funding Board*

- State whether or not your club will apply for student Government Association monies and that if allocated resources, your club will follow all S.G.A. and CSCC and institutional regulations.

### *Section 2: Dues (optional)*

- State here if members are required to pay dues, and if so how much that will be.

## **Article IX: Amendments**

### *Section 1: Ratification*

- Identify the process to be used regarding proposed constitutional amendments: voting, procedures, timelines, and etcetera.

*Section 2: Submittal to Department of Student Activities*

Any changes made to this constitution must be submitted to the Director of Student Activities.

**Article X:**

The following is a required statement for all organizations:

The (name of organization) admits students without regard to their race, religion, color, sex, age, sexual orientation or national or ethnic origin to all the rights, privileges, programs and other activities, generally accorded or made available to members of the organization.

**Article XI:**

The following is a required statement for all organizations:

The (name of organization) considers hazing to be a degrading and destructive activity which is inconsistent with the standards of this student organization. The (name of organization) recognized the dignity of every person and opposes all forms of hazing.

Date of recognition/revision