

Club Constitution Start-up Format

(Club Name) Constitution

Article I- NAME (club name)

The name of this club/organization shall be (club name here) of Clackamas Community College.

Article II- PURPOSE

The purpose of this club is...

Article III-MEMBERSHIP

Who is eligible to join? Please explain fully the criteria for membership.

REQUIRED: Must include the following statement: Non-Discrimination: Clackamas Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital status, age, national origin/ancestry, disability, family relationship or any other protected status in accordance with applicable law.

Article IV- OFFICIALS

Please explain if you will have a President, Vice President, etc. How will your officers be elected? What are the duties of the individual officers? (REQUIRED-Include the following statement: Only registered CCC students are eligible to hold office in student clubs. Due to conflict of interest, no member of the Clackamas Community College classified staff bargaining unit, faculty bargaining unit, supervisor, administrator, part time employee, or confidential/exempt employee shall be allowed to run for or hold any student club office (even if they are registered students)).

Article V- MEETINGS

When? Will you meet once a week, once a month, etc.? Will you operate under certain rules such as consensus, majority vote, Parliamentary Procedure? (Do not say "we will meet at 3pm on Tuesdays." What happens when you need to meet on Friday? You will be violating your constitution! For example: "we will meet weekly during fall, winter, and spring term, or as called by the chapter officers.")

Article VI- AMENDMENTS

An Amendment may be initiated by any member of the group and passed by a 2/3 vote of the members present at the meeting. It must then receive a majority vote of the Associated Student Government (A.S.G.) to become effective.

REQUIRED- The above amendment MUST be included in any all-new constitutions.

Article VII- ABANDONMENT

(PLEASE NOTE: The following is REQUIRED) Club funds shall remain in the (your clubs name here) Club account for a period of two years after its abandonment. If after two years, the club does not continue on an active basis, all funds shall be forwarded to... (A.S.G. or a CCC campus association that deals with your club's function.)

ADOPTED: "May 24, 2005" (put date that you complete constitution)-REQUIRED

Notes:

- Feel free to add additional sections if needed but do include the above articles and REQUIRED statements.
- Please be sure to spell check and grammar check your submission. Use the CCC Writing Center for help.
- Most constitutions need some revision before approval. Be patient! The process may take time.
- Remember to keep a copy of your constitution on file with your advisor.