

Club Constitution Template

(Club Name) Constitution

REQUIRED: ADOPTED "May 24, 2018" (date that you complete/revise your 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...

SECTION II – If you are affiliated with an international, national, state, or local organization, please create a section detailing the relationship. What is the organization, how are you affiliated (a chapter of, pay dues to, receive funding from, have staff support from, etc.)?

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 or selected? What are the duties of the individual officers? How can officers be removed? What happens if someone can't complete their term?

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

REQUIRED: Must include the following statement: 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.

You can add additional requirements for amendments as long as it doesn't contradict the required statement.

Article VII- ABANDONMENT

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.)

Example Abandonment Statement:

Club funds shall remain in the Lunch 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 the ASG Free Food Pantry.

Notes:

- Feel free to add additional sections if needed but do include the above articles and **REQUIRED** statements.
- 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 in your records and with your advisor.
- ***For renewals**, review your constitution, revise if needed. Your Adopted line will read like this:
ADOPTED [DATE of Adoption], REVISED [DATE of Current Revision]