

Eastfield College Student Clubs & Organizations Official Constitution for

Name of Club: _____

This constitution was ratified on _____

Article I-Organization

Section 1: Name & Purpose

- A. The name of this club shall be...
- B. The purpose of this organization is to ...

Section 2: Membership

- A. Membership is open to any student currently enrolled in credit or continuing education classes at Eastfield College. Club members must abide the DCCCD Student Code Conduct.
- B. Members are designated as those who...
(List requirements for membership, such as "those who pay dues," "complete a membership application," etc. Remember that if a minimum GPA is listed, a club advisor is responsible for verifying GPA's for membership.)
- C. Fees or dues: *(if required, list the specific amount, when due, etc.)*
- D. Voting rights shall be extended to...
(All members whose dues are current, who attend 'x' number of meetings, complete a membership application, etc.)

Article II: Elected Offices & Duties

Section 1: Offices

- A. The elected offices of this club shall be ...
(List each office)
Ex: President, Vice-President, Secretary, Treasurer, Communications Officer, etc.
- B. The term of office for elected officers shall be ...
(per semester, per academic year, etc.)

Section 2: Officer Duties

- A. List duties of each office mention above.
- B.
- C.
- D.

(Suggestions: preside over meetings, attend all meetings, call for agenda items, chair certain committees, record meeting minutes, keep accurate financial records, etc. Be specific about the duties of each office, and who takes their place in case of absence.)

Article III: Elections

Section 1: Elections are to be held ...
(when? end of spring semester for the following academic year, by the 3rd regular meeting for fall/spring semesters, etc.)

Section 2: Nominations are to be submitted to ... (whom? President, Advisors?)
(state the time limit to be on ballot; 2 weeks before elections? 3 weeks? You may want to add a section for campaigning guidelines)

Section 3: Requirements for serving as an officer ...
(Suggestions: Any member current in their dues, one who has not missed more than x number of meetings, must be a member for 1 semester, 1 year, etc. Remember, you cannot discriminate on any basis: age, sex, ethnicity, race, religion, etc. You can have a minimum GPA for officers, however, your advisor is the only one authorized to verify this.)

Section 4: In the event that a position becomes vacant for any reason, a special election will be held ... *(we suggest as soon as reasonably possible allowing time for club members to consider candidates and vote)*

Article IV: Vacancies

(Conflicts in leadership can be more easily addressed if your constitution clearly states how to handle officers and members who do not perform their duties as assigned or violate the student code of conduct. The following paragraphs are suggestions for how to address these issues.)

Section 1: Succession

If for any reason, the acting President is unable to complete his or her term, the Vice-President shall succeed to the position of President. If the Vice-President is unable to fill the position, the Secretary, then the Treasurer would succeed, in that order. Should anyone in these positions not wish to hold the position, new elections should take place as soon as possible.

Section 2: Resignation

The resignation of any executive officer must be in writing and signed by the club advisors and at least one other officer.

Section 3: Impeachment

- A. An executive officer or member may be considered for removal from the club for just cause.
- B. Reasons for impeachment include, but are not limited to: violations of the Eastfield

College Student Code of Conduct; failure to show up for meetings and club activities; failure to carry out duties and responsibilities; or for any action or conduct that is deemed detrimental to the welfare of the club, Eastfield College, and/or DCCCD.

- C. In order to impeach an officer, the issue must be discussed with the Club Advisor(s) at least 5 working days prior to any action taken.
- D. Anyone considered for impeachment has the right to appear before the organization at a special or regularly scheduled club meeting and defend their position.
- E. The Club Advisor(s) and remaining club officers may decide to offer a “probationary period” to allow the club officer to modify his/her behavior.
- F. To remove someone from office, there must be a 2/3 vote of all members present.
- F. In extreme circumstances such as violations of Student Code of Conduct, the Club

Advisor(s) has/have the right to remove an officer from office and/or revoke the rights and privileges from any member without taking a vote of the membership.

Article V: Advisors

Section 1: Each club must have at least one advisor who is a full-time employee. (This can be an administrator, faculty or support staff employee. Part-time employees may serve as a co-advisor.)

Section 2: *How is the Advisor chosen?*

(Here are some options:

- 1. Club members submit recommendations, a decision is made, and that person is asked to serve.
- 2. If you are adding an additional advisor, be sure to include the current advisor in your decision making process.
- 3. Every year new faculty/staff attend Advisor Orientation with the willingness to serve as a club advisor. Let your Club Liaison know that you are looking for an advisor and they'll give you a list of names to consider.)

Section 3: Advisor expectations (see the Club Handbook advisor section for suggestions; find it on the OSER web page).

Article VI: Meetings

Section 1:

- A. Regular meetings are open to... (Members only? members and guests?)
- B. Meetings shall be held... (Do not put specific dates here...keep it general such as *Every week, twice a month, etc.*)
- C. Officers Meetings shall be held... (Once a month? once a week?)
- D. Meeting Agendas-(distribute meeting agendas for each scheduled meeting via email/posting on bulletin board, etc. Who can put items on the agenda? Who is responsible for this? Did you list it in the “officer duties” section?)
- E. Meeting minutes-(Minutes shall be kept of each meeting held. Copies should be routed to the Club Liaison and the Club Advisors within 3 working days. Did you designate someone to take minutes? It's usually the Secretary...some clubs have a “recording secretary” who only takes minutes, and a “membership secretary” who handles membership/calendar info.)
- F. The president reserves the right to call additional meetings as deemed necessary for the enhancement of the club/organization. (Make sure the members have been given adequate notice on emergency meetings—phone calls, email, notes on the bulletin board, etc.)
- G. Meetings shall be conducted by the President or in his/her absence, ...(make sure you know who's in charge of the meeting!)

Article VII: Quorum/Formal Decision Making

Section 1: Quorum shall be defined as the number of members/officers in attendance at a meeting that is required in order to conduct business. The quorum will consist of ...
(To establish a quorum, determine the average number of attendance at your meetings and use a fraction of that such as 50% or 75% members present...this enables you to conduct business without having to have 100% of your membership in attendance. Clubs that have a large number of members such as honor societies may want to use a smaller percentage such as 10-25%. You can also state something like... " at least 'x' number of officers and a minimum of 'x' number of members," too.

Section 2: In order to transact business legally, a quorum must be present at the meeting.
(Parliamentarian procedure calls that the presiding officer confirms with the Secretary that a quorum is present.)

Section 3: All decisions should be reflected in the meeting minutes. (You don't have to list how people voted but a simple statement such as "the motion to have a club party on Sept. 24 and spend no more than \$200 was approved with a vote of 10 for and 2 against.")

Article VIII: Amendments

Section 1: This constitution may be amended by a majority vote of the membership.

Section 2: Recommendations for amendment should be made to the President for further review by the remaining officers and advisor(s) and then presented to the membership at large for vote.

Article IX: Committees

Section 1: List all standing, permanent committees and their purposes
(Who chairs these committees? —officers? members? how are they selected? Etc.)

A. (Example: The Communications Committee shall be chaired by the Secretary and composed of three members selected at large (by vote? volunteer?). Its purpose is to make sure members are informed of all meetings and activities and maintain directory information for all members

B. (The Fundraising Committee shall be chaired by the Treasurer and composed of ...)

C.

Section 2: (you might want a statement that gives the president authority to create special committees for special [temporary] purposes "as needed.")

Article X: Adherence to District/College Policies

(The info below must remain in your constitution.)

Section 1: Officially recognized clubs and their members must abide by the DCCCD Board of Trustees Administrative Policies and Procedures Manual. The DCCCD Business Office Procedures Manual, the Eastfield College Student of Conduct and the Eastfield College Club Handbook.

Section 2: The current Alcohol and Drug Use policy states the following:

No student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy.

Students who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement official for prosecution.

Article XI: Ratification

(We prefer at least two **officers'** sign, and if your club has more than one advisor, **all** advisors should sign, not just one.)

This constitution has been ratified and approved by vote of the club membership.

President: _____ Date: _____

Vice-President: _____ Date: _____

Advisor: _____ Date: _____

Advisor: _____ Date: _____