

# *[Insert club name]* Constitution & By-Laws

Last Updated *[Insert today's date]*

## Article I: Name of Organization

The name of this organization shall be *[insert club name]*. *[If applicable:]* The official abbreviation of the organization shall be *[insert club name abbreviation]*.

## Article II: Mission

The mission of this organization is *[insert club mission statement; you can include a secondary purpose if necessary]*.

## Article III: Membership

Section 1: All enrolled Moorpark College students may be members of *[insert club name]*.

Section 2: Members must meet minimum meeting attendance as set forth by 2/3 vote of governing body. *[Does it make sense for your club to have this type of requirement? If not, you could remove it. ]*

## Article IV: Officers

Section 1: Officers shall consist of a President, Vice President, Secretary, and Treasurer. *[ You may add additional Officer positions if it makes sense to do so for your club. ]*

- a. President: *[ Insert a job description for what your President will be expected to do. ]*
- b. Vice President: *[ Insert a job description for what your Vice President will be expected to do. ]*
- c. Secretary: *[ Insert a job description for what your Secretary will be expected to do. ]*
- d. Treasurer: *[ Insert a job description for what your Treasurer will be expected to do. ]*

Section 2: Officers must be enrolled in a minimum of 5 units with a 2.0 GPA during service.

Section 3: Term of office is one academic year.

Section 4: To be an officer, the student must not have been found to be in violation of the Student Code of Conduct at any time during their enrollment at Moorpark College.

Section 4: If an officer is unable to fulfill her/his duties, vacancies shall be filled by *[how would you replace people if you had to? For example, would the President or Vice President be allowed to appoint people to positions with a majority vote? ]*.

## Article V: Election of Officers

Section 1: The election of officers *[include list of officer positions]* will be done by the members of the student organization.

Section 2: The officers will be elected by *[how will you run your elections? For instance, will you require a written ballot, vote by show of hands, or by another means?]* and *[insert a number, for example a majority or a 2/3 vote]* will constitute a victory.

Section 3: The election of officers will take place during *[can be decided by the board of the student organization, though most elections take place during spring semester for the following year]*.

## Article VII: Recall of Officers

Section 1: Officers are subject to recall for malfeasance in office. Malfeasance shall be defined as:

- a. An inability to perform the requirements of office.
- b. Breaking the Student Code of Conduct of Moorpark Community College.
- c. Mismanaging club funds.
- d. *[You can include other reasons agreed upon by the officers and advisor(s) of the student organization].*

Section 2: The recall procedure can be initiated by *[example: a majority members of the organization officers]*.

Section 3: A *[example: 2/3 majority of member votes, or whatever the officers and advisor(s) of the organization agree upon]* is required to recall an officer.

## Article VII: Meetings

Section 1: General meetings of the student organizations shall be held *[based on what your student organization agrees upon. Meeting times should be kept general (for example, "no less than once per month during the fall and spring semesters"). Since this is a document that will be used for future boards to come you want them to be able to tailor the meetings to their availability.]*. Additional meetings can be called by the President if needed.

Section 2: Quorum shall be defined as *[How will you define quorum, which is the minimum number or percentage of members needed for the club to take action on agenda items. For example, do a majority of elected officers need to be present? Majority of regularly active club members?]*. Quorum is needed for official votes to take place.

Section 3: Official notice of when the meeting will take place should be provided to the members and officers *[how far in advance will your president be required to notify the members of their meeting times? For example, if a week is sufficient, input "7 days"]*.

Section 4: All action items brought forth to the meetings should be approved with a *[how do you conduct vote? For example, does a simple majority (50% + 1) of the membership body need to vote in favor of something for it to pass? If so, put "simple majority"]*.

## Article VIII: Amendments

Section 1: This constitution and by-laws may be amended by *[example: 2/3-majority vote of those voting with a quorum being present]*.

Section 2: Voting on amendments must be conducted after a minimum notice of 2 weeks.

## Article IX: Not-for-profit Statement

Section 1: This is not-for-profit organization.

## Article X: Statement of Non-Hazing

Section 1: This student organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending Moorpark Community College.

## Article XI: Statement of Compliance with Campus Regulations

Section 1: This student organization shall comply with all Moorpark College campus policies and regulations and local, state, and federal laws.

\_\_\_\_\_  
Signature of club President (student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of club Advisor (faculty, admin., or staff)

\_\_\_\_\_  
Date