

[Insert club name] Sample Constitution

Last Updated *[Insert today's date]*

Disclaimer: *This is a sample club constitution template. You may change it as needed. For your constitution to be approved, it must have clear language on your club's mission, membership, officers' job description, election and removal process, and meetings.*

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 a brief and specific 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: A registered member is defined as a student who attends at *[For example, at least one (1) meeting per semester. What is the minimum meeting attendance for students to be considered members? Does it make sense for your club to have this type of requirement? If not, you could remove it.]*

Section 3: *[insert club name]* shall not discriminate on the basis of race, color, national origin, religion, sex, disability, age, citizenship, or sexual orientation.

Article IV: Officers

Section 1: Officers shall consist of the following:

1. President
2. Vice President
3. Secretary
4. Treasurer

[You may add additional Officer positions as needed. For example, some clubs have a Public Relations officer who advertises the club and manages the club's social media account. Job descriptions must be specific to that role.]

1. President: *[Insert additional job description if needed]*
 - a. Preside over all the meetings
 - b. Act as the official representative of the *[insert club name]*
2. Vice President: *[Insert additional job description if needed]*

- a. Perform the duties of the President in their absence or when they are unable to execute the duties of the office.
 - b. Ensure that officers are faithfully executing their duties.
- 3. Secretary: *[Insert additional job description if needed]*
 - a. Keep an accurate record of each meeting through minutes
 - b. Keep a record of all club decisions and activities
- 4. Treasurer: *[Insert additional job description if needed]*
 - a. Handle all financial transactions,
 - b. Keep an accurate record of club income and expenditures

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

Section 3: A student is limited to holding only one (1) officer position within that same organization during their term of office.

Section 4: A student may hold the position of President or Vice President in only one student organization.

Section 5: Term of office is one academic year.

Section 6: 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 7: 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? Will the club members appoint a new officer by a majority vote? The process of removing an officer should be fair and democratic — you do not want a single officer to be the sole decision maker.]*

Article V: 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, weekly, once per month, etc.). Since this is a document that will be used for future boards, 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 *[Quorum is the minimum number or percentage of members needed for the club to take action on agenda items. For example, does a majority or 2/3 of elected officers need to be present?]*. Quorum is needed for official votes to take place for action items such as elections.

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, 7 days in advance via email]*.

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 VI: Election of Officers

Section 1: All registered members shall be eligible to vote in the election of the officers [*include list of officer positions*].

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 [*For example, a simple majority (50% +1 vote), 2/3 vote, etc.*] will constitute a victory.

Section 3: Advisors shall oversee the organization's elections to ensure open and fair elections.

Section 4: The election of officers shall be held annually during [*can be decided by the board of the student organization, though most elections take place during spring semester of the following year*] and must occur no later than [*We recommend that you conduct elections well before the end of the spring semester to ensure a smooth transition. You may omit this section if you have unique circumstances due to COVID-19.*]

Section 5: From the time the new officer is elected to the end of the Spring term, the new officer will shadow and assist the outgoing officers to be prepared to take on their new roles.

Article VII: Removal of Officers

Section 1: Officers are subject to removal 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 removal procedure can be initiated by [*For example, a simple majority vote, a member raising the concern to the President etc. If the officer in concern is the President, the person shall bring the concern to the Vice President.*]. If the concern is brought to the [*President, Vice President*], they may allow at least a week for the individual to resolve it; if the issue remains unresolved, the President will call a meeting [*including only the officers, all the members*].

Section 3: The removal procedure should include a fair due process and respect for the individual under consideration. The person in question shall be given the opportunity to defend themselves at the meeting or provide a written statement.

Section 4: A [*2/3 vote of all the officers or majority vote of all officers*] is required to recall an officer.

Section 5: If [*insert club name*] votes to remove an officer, another election will be held as

soon as possible to fill the position.

Article VIII: Amendments

Section 1: This constitution and by-laws may be amended by a [*2/3 vote or majority vote of all active members or of all officers*]

Section 2: Amendments may be proposed by any [*officer or member*]. Proposed amendments must be made available five (5) days prior to voting.

Article IX: Not-for-profit Statement

Section 1: This is a 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