

GUIDANCE FOR USING THIS DOCUMENT: This is a sample club or student organization constitution. This template aims to serve as the minimum of what a constitution is required to have. Everything left in brackets is customizable based on the club or student organization leadership's preference, but such actions as removal of Article III Section 3 is not allowed.

You may change it as needed, but your constitution must have clear language on your club's mission, membership, officers' job descriptions, the process for the election and removal of officers, and meeting frequency for it to be approved by the Associated Students. Furthermore, your club or student organizations' governing documents cannot contain language or guidelines that are in direct conflict with Moorpark College, Ventura County Community College District (VCCCD), state, or federal policies. Please see [VCCCD Board Policy 5430 Clubs – Regulations](#) and [VCCCD Administrative Procedure 5430 Clubs – Regulations](#) for further information.

If your organization opts to use this template, please replace all of the green text with language suited for your club. Once updated, please convert all of the text to black, have your advisor review the Constitution & By-Laws, and then have your club president and advisor sign the last page, and remove this disclaimer before submitting with your club renewal or set-up documents.

[Insert club or organization name] Constitution

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 a brief and specific club mission statement; you can include a secondary purpose if necessary]*.

ARTICLE III: EXECUTIVE OFFICERS

Section 1: Executive Officers shall consist of the following positions:

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, or a student dedicated to serving as the liaison to the ASMC Inter-Club Council. Job descriptions must be specific to that role..]

1. President:
 - a. Preside over all the meetings, including working with advisor and other officers to develop meeting agendas and ensuring order and fostering contribution from all members as appropriate
 - b. Act as the official representative of the club to external constituents
 - c. Work with club advisor and others officers to develop club goals and identify ways to meet objectives for the year
 - d. *[Other duties as defined here by club leadership]*

2. Vice President:
 - 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
 - c. Assist in member recruitment efforts and support club initiatives and goals
 - d. *[Other duties as defined here by club leadership]*
3. Secretary:
 - a. Keep an accurate record of each meeting through minutes
 - b. Keep a record of all club decisions and activities
 - c. Work with club advisor and other officers to review governing documents for accuracy and update them as needed, sending new documents to Student Activities
 - d. *[Other duties as defined here by club leadership]*
4. Treasurer:
 - a. Handle all financial transactions for the club/organization
 - b. Keep an accurate record of club income and expenditures
 - c. Work with club advisor, officers, and members to plan and implement fundraising activities, if applicable
 - d. Work with club advisor and other officers to submit funding requests to the Associated Students, if applicable
 - e. *[Other duties as defined here by club leadership]*

Section 2: Students elected to serve as Executive Officers of student clubs and organizations shall meet any of the following requirements:

- a. The student shall be enrolled in the community college at the time of election, and throughout the student's term, with a minimum of 5 semester units, and the student shall meet and maintain a minimum 2.0 grade point average during term of office; or
- b. The student shall be enrolled in an adult education program offered by a community college district pursuant to Article 9 (commencing with Section 849000) of Chapter 5 of Part 50, at the time of the election and throughout the student's term; or
- c. The student is enrolled in the community college at the time of election, and throughout the student's term, and is a disabled student, as defined in subdivision (b) of section 84850.

[Student clubs or organizations may impose additional eligibility requirements of their Executive Officers if appropriate for the mission and goals of the club or student organization. They may not impose additional requirements for general club members.]

The club or student organization advisor shall be responsible for verifying Executive Officers' eligibility to hold office.

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

Section 4: A student may hold the position of President or Vice President in only two student clubs or organizations.

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? Will the remaining officers fill the*

vacancy? The process of removing an officer should be fair and democratic — you do not want a single officer to be the sole decision maker, nor do you want to delegate this authority to a club advisor, as this should be a student-led decision.]

Section 8: At no time may the same individual hold the same elected position for more than two consecutive academic years/terms, nor shall any individual be allowed to hold office for more than five (5) terms during a ten (10)-year period.

ARTICLE IV: MEMBERSHIP

Section 1: All enrolled Moorpark College students may be members of *[insert club name]*. People who are not enrolled at Moorpark College cannot become members of student clubs or student organizations.

Section 2: A registered member is defined as a student who *[Who will be considered a formal member? Is it a student who attends 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 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 a vote? For example, does a simple majority (50% + 1) of the membership body in attendance at the meeting need to vote in favor of something for it to pass? If so, put "simple majority". Ensure to explicitly state.]*.

ARTICLE VI: ELECTION OF OFFICERS

Section 1: All registered members shall be eligible to vote in the election of the club's or student organization's Executive Officers.

Section 2: The officers will be elected by plurality. The candidate with the most vote wins. In the event of a tie, a revote will be issued.

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]*.

Section 5: Only current students who are members of this organization may vote in the club or student organization elections.

Section 6: 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 wherever possible.

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/Vice President, the person shall bring the concern to the Vice President/President]*. If the concern is brought to the President and/or 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: FINANCE

All club and student organization money shall be held in a Ventura County Community College District (VCCCD) trust/agency account. All club and student organization financial transactions shall adhere to the VCCCD accounting and purchasing policies and procedures.

ARTICLE VIII: POSTING POLICY

All club and student organizations shall adhere to their College's posting policies.

ARTICLE IX: AMENDMENTS

Section 1: This constitution and by-laws may be amended by a *[2/3 vote or majority vote of all active members or all officers present at the meeting at which the amendments are proposed]*.

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

ARTICLE X: NOT-FOR-PROFIT STATEMENT

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

ARTICLE XI: 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 College.

ARTICLE XII: 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.

_____	_____	_____
Name of Club/Org. President	Signature of Club/Org. President	Date
_____	_____	_____
Name of Club/Org. Advisor	Signature of Club/Org. Advisor	Date