

MORENO VALLEY COLLEGE

CLUB / ORGANIZATION CONSTITUTION AND BY-LAWS

INSTRUCTIONS: Fill out this form or devise your own constitution using the format below. Turn the Constitution and By-Laws into the Student Activities Office after the constitution has been ratified by the club. Sections which must appear in the constitution are starred (*). Clubs must keep a copy for your club's file. The Student Activities Office is not responsible for supplying copies of a constitution.

CONSTITUTION OF

**ARTICLE I
NAME**

*Section 1. The name of this organization is _____.

**ARTICLE II
PURPOSE**

*Section 1. The purpose(s) of this organization shall be _____

_____.

**ARTICLE III
MEMBERSHIP**

*Section 1. Membership is open to _____.

*Section 2. A person is a member in good standing when he or she _____
_____.

*Section 3. The rights of voting and holding an office are reserved for _____
_____.

**ARTICLE IV
OFFICERS**

*Section 1. The officers shall be: (Ex. President, Vice President, Secretary, etc) _____

(Titles of the officers)

*Section 2. Duties of officers _____

_____.

*Section 3. The club shall select a member to represent the club at the weekly Inter-Club Council meetings.

*Section 4. To be eligible for office, candidates shall _____
_____.

(Example: be a member of the club, carry 10 units, have a 2.0 GPA, show an interest in the club, etc.)

CLUB CONSTITUTIONS AND BY-LAWS (Cont.)

*Section 5. Officers shall be elected/appointed (select one) _____ .
(when)
and shall take office _____ (example: upon election, on May 11, in the spring semester, etc.) Elected officers must receive _____ of votes to be elected (example: by majority, plurality, 2/3 etc.).

*Section 6. Vacancies in offices shall be filled (how) _____ .

(Example: by appointment, by election, etc.)

ARTICLE V MEETINGS

*Section 1. Regular meetings shall be held _____ .
(when)

*Section 2. Special meetings may be called by _____ .
(Example: request of two officers, vote of club members, president, etc.)

*Section 3. A quorum of _____ (example: $\frac{2}{3}$, $\frac{1}{2}$, 2, etc.) of the members and officers shall be necessary to conduct business. (A quorum is the minimum number of voting members who must be present at a meeting to make official binding decisions. Select a number of members or officers from controlling the organization.)

ARTICLE VI AMENDMENTS AND RATIFICATION

*Section 1. The constitution shall be ratified by a _____ (majority, $\frac{2}{3}$, etc.) vote of the members attending a meeting with a quorum.

*Section 2. Amendments may be made by a _____ ($\frac{2}{3}$ majority, etc.) vote of the members present at a meeting with a quorum.

Club Constitution
Approved _____

**BY-LAWS
OF**

**ARTICLE I
RULES OF PROCEDURE**

The club shall be guided in its procedure by Robert's Rule of Order, Revised when no other rules have been specifically established in the by-laws or constitution.

**ARTICLE II
DUTIES OF OFFICERS**

The duties of the officers shall be:

1. **Inter-Club Council Rep:** Attend weekly ICC meetings and report back.
2. The president shall: _____
_____.
3. The vice-president shall: _____
_____.
4. The secretary shall: _____
_____.
5. The treasurer shall: _____
_____.
6. List other officer titles and duties (if applicable):

_____.

ARTICLE III

The club shall have the following committees to do the following tasks: _____
_____.

ARTICLE IV

Dues (if any) shall be _____ per _____ (quarter, year) payable at the beginning of that time period.

Club By Law
Approved _____