

How to write a constitution

Key:

Underlined and Italicized Words - Replace with your own club specific information

(Underlines and Italicized Words In Parenthesis) - Notes to keep in mind when filling in document. Simply remove when done.

(Use either ‘club’ or ‘organization’—but not both-- throughout the document.)

(A.S. CLUB/ORGANIZATION CONSTITUTION TEMPLATE)

HORNET CLUB CONSTITUTION

ARTICLE I NAME

The name of this club shall be known as *Hornet Club* of the Inter-Club Council of Fullerton College.

ARTICLE II PURPOSE

The purpose of this club/organization shall be to *pool all the talents, resources, and materials of all interested students at Fullerton College for the mutual benefit and entertainment of the above mentioned.*

ARTICLE III MEMBERSHIP

Section A. Any officially enrolled student at Fullerton College may become a member of the *Hornet Club.*

Section B. Members in good standing shall be accorded all rights and privileges. A member in good standing shall be defined as one who attends at least *one meeting per month. (This should be based upon how often the club meets. Be careful about requiring 100% percent attendance in order to be a member in good standing.)*

Section C. The *Hornet Club* is open to all students without discrimination nor preference to any person(s) on the basis of gender, sex, sexual orientation, physical disabilities, age, marital status, financial status, ethnicity, race, ancestry, national origin, health, religious creed or the lack thereof.

ARTICLE IV OFFICERS

Section A. Elected officers shall be the Hornet Club President, Vice President, Secretary and Treasurer.

Section B. Appointed officers shall consist of a Publicity Chairperson and Program Chairperson to be approved by club membership.

ARTICLE V EXECUTIVE BOARD

The Hornet Club's Executive Board shall consist of the elected officers approved by the club/organization and a non-voting faculty advisor who has been approved through Student Affairs.

ARTICLE VI ELECTIONS AND TERMS OF OFFICE

Section A. The term of office shall be for one academic semester/year.

Section B. Elections shall be held at the end of each semester/year for the succeeding semester/year for all elected officers. Nominations shall be taken one meeting before and at the meeting of the elections. Closing nominations and elections shall be held by the last meeting of each semester/year.

Section C. ELIGIBILITY

1. Elected officers - The requirements for the elected officers are the same as for Senators of the Associated Students as described in the current Fullerton College catalog under the Students Affairs and Activities section and as on file in Student Affairs.
2. Appointed officers - Appointed officers shall have the same requirements as the elected officers and shall be appointed by the elected officers, with club approval.
3. Vacancies - Offices that are vacated or that are created shall be filled by special elections to be held within 30 school days.
4. Derelict of Duty - Officers who are derelict of duty shall undergo due process.

ARTICLE VII DUTIES OF ELECTED OFFICERS (You may add and remove the editable positions as you see fit)

Section A. **President** (Mandatory Position - Your club MUST have a president)

The duties and responsibilities of the President shall preside over meetings as the chairperson of the Hornet Club Executive Board.

Section B. Vice President

The Hornet Club Vice President shall preside in the absence of the President and shall otherwise assume the duties of the president when the latter is unable to comply with duties; the Vice President shall assist the President in the direction of all the activities of the club/organization.

Section C. Secretary

The Hornet Club Secretary shall keep an accurate records of all club/organization activities; carry on all correspondence of the club/organization; insure all members are informed of the meeting place and time as per the Ralph M. Brown Act; act as Historian and maintain a complete record of the year's activities and submit a complete report to the club/organization at the end of the year; and file the minutes and copies of all correspondence with the club/organization at the end of the year.

Section D. Treasurer

The duties and responsibilities of the Treasurer shall be to oversee and administer all club/organization funds; make financial reports at each regular meeting; regulate expenditures according to the budget; act as business manager of the club/organization; and submit a final report to the club/organization at the end of the year to be filed with the permanent record of the Secretary.

Section E. Inter-Club Council Representative (Mandatory Position - Your club MUST have a ICC rep)

The duties and responsibilities of the Inter-Club Council Representative shall be to appropriately represent the Hornet Club and respective interests in all meetings of the Inter-Club Council; to record and relay valuable information to the Hornet Club's Executive board and members.

ARTICLE VIII DUTIES OF APPOINTED OFFICERS (This section is optional. Include those officers you plan to appoint. Provide a description of their responsibilities if you indicated any appointed positions under Article IV, Section B.)

Section A. Program Chairperson

The Program Chairperson shall be responsible for overseeing the planning of club/ organization events and presentation of any program.

Section B. Publicity Chairperson

The Publicity Chairperson shall be responsible for overseeing any necessary publicity of club/organization activities.

ARTICLE IX MEETINGS

Section A. The Hornet Club shall meet at least once per month. (Keep in mind the threshold you established in Article III, Section B for maintaining membership in good standing.)

Section B. Special business meetings shall be announced and held on campus as needed.

Section C. Business meetings shall be conducted under Roberts' Rules of Order (Parliamentary Procedure) and the Brown Act

ARTICLE X QUORUM

A quorum shall be defined as more than 50%(must be at least 50%) of the currently active membership. Decisions made by quorum shall be made binding on all the membership.

ARTICLE XI TRIPS

Trips and tours are not considered official activities for the Hornet Club. Accidents or damage to property off campus shall not be the liability of NOCCCD, Fullerton College, the Associated Students or its affiliates. Each individual shall provide his/her own insurance for any off-campus activity. Transportation in non-college vehicles shall not be the liability of the North Orange County Community College District, Fullerton College, A.S., or affiliates. Therefore, travel for field trips, etc. shall be on your own.

ARTICLE XII INSURANCE/AGREEMENT FORMS

All students participating in any off-campus activity shall sign a Field Trip Agreement Form and Liability Waiver releasing the North Orange County Community College District, Fullerton College, Associated Students, the club/organization, instructor, advisor, or assistant from responsibility for any injuries.

ARTICLE XIII AMENDMENTS

A 2/3 or 3/4 majority vote shall be sufficient to amend this Constitution, provided the proposed amendment shall have been presented in writing to the members and posted at least one week prior to the meeting.

ARTICLE XIV DUES *(You determine the amount, **if any**, and when to be collected. If approved by club, dues shall be announced at the first meeting.)*

No dues/\$1000 are required for membership in the Hornet Club.

ARTICLE XV AFFILIATIONS*(Clubs/Organizations that are members of regional, state and/or national charters, etc. shall be required to submit said Charter Constitution to the Associated Students for review. The club/organization shall be required to primarily follow the NOCCCD Policies, Fullerton College, Student Affairs, and Associated Students' procedures, rules and regulations and their Fullerton College club/organization constitution prior to consideration of adjoining Charter.)*

The Hornet Club *is affiliated/is not affiliated* with a regional, state and/or national or international charter. NOCCCD Policies, Fullerton College, Student Affairs, Associated Students, and the Inter-Club Council's procedures, rules and regulations supersede any authority of the affiliate and the Hornet Club Constitution.

ARTICLE XVI

Any rules and procedures not specifically dealt within this constitution shall be referred to the Associated Students Constitution and By-laws, Inter-Club Council Constitution and By-Laws, Financial Code, and Student Affairs Procedures for Campus Events and all North Orange County Community College District Policies and Fullerton College Procedures.