(**CLUB NAME**)

**CONSTITUTION**

Last Revised: *(Insert Date Here)*

ARTICLE I - NAME OF CLUB

The name of this club shall be (CLUB NAME), a recognized club/organization at Lehman College.

ARTICLE II - PURPOSE OF CLUB

The purpose of (CLUB NAME) is… Insert a brief overview of what your club’s about.

ARTICLE III – MEMBERSHIP

Section 1 – Membership Eligibility

Membership in (CLUB NAME) is open to all currently enrolled Lehman College students who are in good overall standing (academic and social) with the College, and does not discriminate based on race, gender, religion, sexual orientation, etc.

If you are a club/organization that is allowed to charge dues for membership, this is where you would mention it as well as when dues are expected to be paid and what the consequences are for their membership if they do not pay. DO NOT PUT DUES AMOUNT IN THIS SECTION!

This is also where you would put information regarding other membership responsibilities that would keep them in good standing (EXAMPLE: “must attend at least three (3) general meetings to be considered active.”).

ARTICLE IV - QUALIFICATION AND ELECTION OF OFFICERS

Section 1 *– Qualification*

This is where you would list the qualifications for being an officer in the club/organization (EXAMPLE: “must be currently enrolled at Lehman College and must be in good overall standing (academic and social) with the College.”)

Section 2 *– Officer Positions*

This is where you would list the officers of the club/organization (EXAMPLE: “President, Vice-President, Secretary and Treasurer”)

Section 3 *– Process for Electing Officers*

This is where you list the basic process for electing an officer as well as a general timeframe as to when elections should take place (EXAMPLE: “Officer elections will be held no later than the last meeting of the spring semester. One week prior to the election, members will be able to nominate individuals for open positions. Once a nomination is seconded and approved, nominees will be able to speak to the membership at the following meeting just prior to the vote. The election will be done by secret ballot by club members who are in good standing with the club.”

ARTICLE V - DUTIES OF THE OFFICERS

This is where you would list the officers of your club individually and list their specific responsibilities. The officers listed here should be identical to the officer you listed in ARTICLE IV, SECTION 2. The following EXAMPLE will show you the proper format:

Section 1

President

1. Preside over all meetings.
2. Call special meetings.
3. Carry out the provisions of the constitution.
4. Appoint committees and chairpersons.
5. Oversee all committee activities.
6. *(LIST ANY ADDITIONAL RESPONSIBILITIES.)*

Section 2

Vice-President

1. Assume the duties of the President in his/her absence.
2. Perform any duties delegated by the President.
3. Attend all governing council meetings.
4. Report the results of the governing council meetings at club meetings.
5. *(LIST ANY ADDITIONAL RESPONSIBILITIES.)*

Section 3

Secretary

1. Record and keep accurate minutes of all meetings.
2. Act as correspondence clerk.
3. Print and distribute agenda for all meetings.
4. *(LIST ANY ADDITIONAL RESPONSIBILITIES.)*

Section 4

Treasurer

1. Handle funds and finances for club.
2. Keep financial records and collect dues.
3. Pay bills and complete necessary financial paperwork.
4. Make financial reports at least once a month at meetings.
5. *(LIST ANY ADDITIONAL RESPONSIBILITIES.)*

ARTICLE VI - EXECUTIVE COUNCIL

If your officers meet prior to the general club meetings, then you would need to define them and their responsibilities as an “Executive Council.” The following EXAMPLE will show you the proper format:

Section 1 *– Executive Council Members*

The Executive Council will consist of the President, Vice-President, Secretary and Treasurer, and shall meet as often as necessary.

Section 2 *– Council Duties*

Duties of the Executive Council

1. To formulate policy between regular meetings for the general membership.
2. To execute policies determined by general membership.
3. To govern activities of the club.
4. To compile agenda for general meetings
5. *(LIST ANY ADDITIONAL RESPONSIBILITIES.)*

ARTICLE VII – IMPEACHMENT / REMOVAL / REPLACEMENT OF OFFICER AND MEMBERS

This is where you list the process in which an officer and/or members can be removed from their position and how a replacement is selected. This type of action should only happen in extreme circumstances, so make sure to be clear on what the grounds for impeachment are, what the vote is that’s needed and how vacant positions can be filled. The following EXAMPLE will show you the proper format:

Section 1

All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.

Section 2

Grounds for impeachment/removal are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached / removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal the accused will be given an opportunity to address the membership.

Section 3

Any officer vacancies shall be filled by an election held within two weeks.

ARTICLE VIII - MEETINGS

This is where you want to list the specifics that must take place regarding your meetings…BUT DON’T WORRY ABOUT A DAY AND TIME! The following EXAMPLE will show you the proper format:

Section 1

There must be at least one (1) meeting per month.

Section 2

An agenda must be submitted to the membership prior to the start of the meeting.

Section 3

There must be a quorum (a “quorum” is 50% plus 1 of the active or dues paying membership) present to vote on motions or other issues.

Section 4

Minutes of the meetings will be kept by the Secretary and distributed to the membership prior to the next meeting.

Section 5

The Treasurer will make a written and oral report at least once a month at the meeting.

Section 6

(LIST ANY ADDITIONAL RESPONSIBILITIES.)

ARTICLE IX - COMMITTEES

This is where you would list any standing committees, with a brief description of each. Your other option is to put the following, and saving the naming and description of the committees for your bylaws:

Section 1

The standing committees of this club shall be appointed as necessary.

ARTICLE X - ADVISOR

This is the area where you want to give a general overview of what the role and responsibilities are of your club advisor. The following EXAMPLE will show you the proper format:

Section 1

1. Serve as the official staff representative of the college.
2. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.
3. Assist each officer of the club in understanding their duties.
4. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
5. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
6. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
7. Be familiar all club processes and procedures.
8. Ensure that all reasonable steps are taken to ensure the safety and welfare of club members.
9. Ensure that appropriate college policies are upheld.
10. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or president or vice president signs it and 2) that the expenditure is correct within all existing policies.
11. *(List any additional responsibilities)*

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The following two sections are optional, but are recommended because they serve to protect your organization.

If you choose not to include these, then continue the numbering in proper order:

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ARTICLE XI – RESPONSIBILITIES *(optional)*

Section 1

This club accepts full responsibility for all activities that bear its name as official sponsor or active participant, and will adhere to college regulations.

ARTICLE XII - RIGHT TO ACT *(optional)*

Section 1

Any club officer and/or member does not have the right to incur any debt or become involved in any business under the title or implying the title of the club in any way unless given full authority to do so by the club.

ARTICLE XIII - AMENDMENTS TO THE CONSTITUTION

This is the area where you would explain the vote necessary to make changes to your constitution. The following EXAMPLE will show you the proper format:

Section 1

Any amendment change requires a two-thirds vote at a general club meeting. There must be a quorum present at the meeting where the changes would be voted upon.