RECOMMENDED FORM FOR CLUB ORGANIZATION CONSTITUTIONS

CONSTITUTION OF THE ________________________________________________________ CLUB

ARTICLE 1
Name of Organization

Section 1: the name of this organization shall be ______________________________________________________

ARTICLE 2
Purpose of the Organization

Section 1: (A general statement of the purpose and the scope of the organization.)

Article 3
Qualifications of Membership

Section 1: (A general statement of eligibility for membership.)

ARTICLE 4
Officers of the Organization

Section 1: The elected officers of this organization shall be ______________________________________________________

__________________________________________________________
(list all elected officers.)

Section 2: Term of office shall be ____________________________________________________________

Section 3: It shall be the duty of the President__________________________________________________, ect.

Section 4: It shall be the duty of the Vice President______________________________________________, ect.

Section 5: (Add more sections to take care of the duties of all the officers.)

ARTICLE 5
Executive Board

Section 1: The Executive Board shall consist of the elected officers and the faculty advisor
(Chairpeople of standing committees may be added.)

Section 2: ________(state what majority—two-thirds, three-fourths, or simple majority) vote of the Executive Board, with the approval of the advisor, shall be necessary to pass any business which is referred to the Executive Board.
ARTICLE 6
Meetings

Section 1: (Frequency of meetings.)
Section 2: (Procedure of calling special meetings.)

ARTICLE 7
Quorum

Section 1: (State specially the minimum number of the members which must present at a meeting in order to transact business legally.)

ARTICLE 8
Amendments

Section 1: Amendments must be presented to the Executive Board for approval before they may be submitted to the organization for vote.
Section 2: Provision for Notice. (It is suggested that this notice be given to the membership regarding a proposed amendment to the Constitution one meeting prior to the actual vote.)
Section 3: This constitution may be amended by a ________(state what majority) vote of the membership at the first meeting of the organization at which a quorum is present following the approval of the amendment by the Executive Board.

ARTICLE 9
Enacting Clause

Section 1: This constitution shall become effective upon approval of the Commissioner of Legislative Affairs and the Vice President, Student Development & Services of Allan Hancock or his/her designee

SIGNATURES

(ASBG rep) (Date)

(Coordinator, Student Activities) (Date)