



**Constitution for \_\_\_\_\_ Club**

**Preamble**

We, the students of College of San Mateo, in order to promote interest in \_\_\_\_\_, do establish the \_\_\_\_\_ Club of College of San Mateo.

**Article I. Name**

Section 1. The name of the organization shall be \_\_\_\_\_ Club of College of San Mateo.

**Article II. Membership**

Section 1. Membership is open to any students of College of San Mateo.

Section 2. Faculty or staff members may be afforded honorary membership in the club, but cannot be official club members.

Section 3. Voting members can only be students of College of San Mateo.

Section 4. Member responsibilities include:

A. Attending Club Meetings

B. Participation in club events

Section 5. Member privileges include:

A. The right to hold executive offices in the club

Section 6. Discrimination because of sex, sexual orientation, race, color, religion, natural origin, disability, or ancestry is prohibited.

Section 7. Hazing is prohibited. (Hazing is defined as any act that injures, degrades or humiliates any current or potential member of the organization or the college community.)

### **Article III. – Officers & Advisors**

Section 1. The following officers shall be elected with a vote of the club members:

A. President

B. Vice President

C. Secretary

D. Treasurer

E. Inter Club Council Representative

Section 2. Officers shall serve a term of one academic year.

Section 3. The duties of the executive officers shall be as follows:

- A. The President shall be responsible for the overall leadership and planning of the club, including calling club meetings, posting agendas, and representing the club to other organizations.
- B. The Vice President shall assist the President in representing the club. The Vice President shall assume the office of President should the President be unable to serve.
- C. The Secretary shall keep a record of the meetings in the form of minutes and handle all official club correspondence.
- D. The Treasurer shall keep accurate records of all club funds and act as primary signatory for club requisitions. The Treasurer shall also give financial reports at each club meeting.
- E. The ICC Representative shall attend all ICC meetings as the official voting member and be responsible for the reporting back to the club. The ICC Representative shall also present club proposals to ICC and the Student Senate.

Section 4. An official College organization must operate under the advisorship of a member of the College faculty or administration.

#### **Article IV. Elections**

- Section 1. Elections shall be at the first meeting of each semester
- Section 2. A candidate shall be elected when he/she has received a simple majority of the votes cast.
- Section 3. The President or Vice President or a club member selected by the club shall be responsible for conducting elections.

#### **Article V. Meetings**

- Section 1. Regular meetings are held at least once each month while classes are in session.
- Section 2. Special meetings can be called by at least two executive officers with email notification and or telephone notification at least 48 hours in advance.
- Section 3. A simple majority of the current membership constitutes a quorum to conduct business.

#### **Article VI. Recall**

- Section 1. Officers of the club may be removed with a simple majority vote at any regular meeting.

**Article VII. Amendments**

Section 1. Amendments to this constitution may be proposed by any member of the club.

Section 2. Amendments shall be approved by a 2/3 (two-thirds) majority vote of the club membership present at the meeting.

**Article VIII. Bylaws and Statutes**

Section 1. Bylaws are the day to day operating procedure of the club and maybe enacted by a simple majority vote of the club membership present at the meeting.

Ratified by a vote of \_\_\_\_\_ in favor, \_\_\_\_\_ opposed, and \_\_\_\_\_ abstaining on this \_\_\_\_\_, of \_\_\_\_\_, 20\_\_\_\_\_.

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