

Recommended Format for Club Constitutions

Constitution of the _____ Club.

ARTICLE I • NAME OF THE ORGANIZATION

Section 1: The name of this organization shall be _____.

ARTICLE II • PURPOSE OF THE ORGANIZATION

Section 1: General statement of the purpose(s) & scope of the organization.

ARTICLE III • MEMBERSHIP

Section 1: Application for membership (include a brief statement telling how a prospective member makes application, when this application must be submitted, and when it will be acted upon).

Section 2: Type of membership (include a brief statement distinguishing between active and inactive membership. Add subsections, if necessary, related to voting and dues for the types of membership).

Section 3: Termination of membership and reinstatement (state the conditions under which membership is terminated and how reinstatement is accomplished).

ARTICLE IV • STATEMENT OF NON-DISCRIMINATION (mandatory)

The practices and policies of (club name) _____ do not:

Section 1: Exclude from being hired, or otherwise discriminate against any individual with respect to his/her compensation, terms, condition or privileges of employment, because of such individual's race, color, creed, religion, age, sex, Disabled Veteran or Vietnam Veteran.

Section 2: Exclude or expel from membership or limit membership because of such individual's race, color, creed, religion, age, sex, national origin, handicap, sexual orientation or status as a Disabled Veteran or Vietnam Era Veteran*.

* Amendment to Title IX of the Education Amendments of 1972. The Senate amendment amends Section 901(a) of the Education Amendments of 1972 (Public Law 92-318, 86 Stat. 373), relating to the prohibition of sex discrimination to provide that Section 901 shall not apply to membership practices of:

1. certain social fraternities and social sororities consisting primarily of students in attendance at an institution of higher education; and
2. voluntary youth service organizations including the YMCA, the YWCA, Girl Scouts, Campfire Girls and Boy Scouts, the membership of which traditionally has been limited to persons of one sex and to persons 19 years of age or less.

ARTICLE V • OFFICERS OF THE ORGANIZATION

- Section 1: The elected officers of this organization shall be ____
List all elected official positions. Do not list individual's names.
- Section 2: Term of office shall be _____
- Section 3: It shall be the duty of the President _____
- Section 4: It shall be the duty of the Vice-President _____
- Section 5: Add more sections to take care of the duties of all the officers, if necessary.
- Section 6: Termination and removal procedures.

ARTICLE VI • ELECTIONS

- Section 1: Time of election, i.e., the last meeting of spring term.
- Section 2: Method of nomination, method of voting, and quorum requirements.
- Section 3: Eligibility to vote (only Eastern students can be voting members of a campus club).

ARTICLE VII • EXECUTIVE COUNCIL (optional)

- Section 1: The Executive Council shall consist of the elected officers and possibly the faculty/staff advisor. (Chairmen of standing committees may be added).
- Section 2: State the power and duties of the Executive Council, including what, if any, business can be transacted without the approval of the membership.
- Section 3: A _____ majority (state what majority, 2/3. 3/4. or simple majority) vote of the Executive Council shall be necessary to pass any business which is referred to the Executive Council.

ARTICLE VIII • COMMITTEES (optional)

- Section 1: Standing committees (list those committees such as membership, finance, constitution and by-laws, social affairs, etc., and define their powers and duties).
- Section 2: Selection of standing committees (state the method of selection of these committees and their chair-persons).

ARTICLE IX • MEETINGS

- Section 1: Frequency of meetings.
- Section 2: Who may call special meetings. Include how much notice must be given and how the message will be distributed to members.

ARTICLE X • QUORUM

Section 1: State specifically the minimum number of members or a percentage figure which must be present at a meeting in order to transact business legally. Only Eastern students can be voting members of a campus club.

ARTICLE XI • FINANCIAL PROVISIONS

Section 1: Dues - make a brief statement regarding dues, if any, including the amount, when payable and to whom. Also, include whose signature will be required to access funds from the club account. Three signatures will be required for all payments, one of which must be the club treasurer, regardless of the amount.

ARTICLE XII • AMENDMENTS

Section 1: Amendments must be presented to the Executive Council for approval before they may be submitted to the organization for vote (optional).

Section 2: Provision for notice - it is suggested that notice be given the membership regarding a proposed amendment to the constitution one meeting prior to the actual vote.

Section 3: The constitution may be amended by a _____ (state what percentage) majority vote of the membership at the first meeting of the organization at which a quorum is present, following the approval of the amendment of the Executive Council.

Section 4: Amendments must be approved by the Student Affairs Committee.

ARTICLE XIII • ENACTION CLAUSE

Section 1: This constitution shall become effective upon approval by the Center for Student Involvement.