

# Recommended Format for Club Constitutions

Constitution of the [name of club]

## ARTICLE I: NAME OF CLUB

**Section 1:** The name of this club shall be [insert name of club].

## ARTICLE II: PURPOSE OF THE CLUB

**Section 1:** General statement of the purpose(s) and scope of the club.

## 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<sup>1</sup>

The practices and policies of [club name] do not:

**Section 1:** Exclude, expel, or limit membership because of an individual's race, color, creed, ethnicity, religion, age, sex, gender, sexual orientation, national origin, socioeconomic status, disability, or status as a veteran.

**Section 2:** Exclude from being hired, elected, appointed, or otherwise discriminate against any individual with respect to their compensation, terms, conditions, or privileges of employment, because of such individual's race, color, creed, ethnicity, religion, age, sex, gender, sexual orientation, national origin, socioeconomic status, disability, or status as a veteran.

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<sup>1</sup> The statement of non-discrimination is a required article within any club or organization constitution.

## ARTICLE V: OFFICERS OF THE CLUB

- Section 1:** The elected officers of this club shall be [list all elected official positions; not individual names].
- Section 2:** Term of office shall be [insert length of term].
- Section 3:** It shall be the duty of the President [insert position duties. Ex.: preside at meetings, organize activities, appoint committees, represent the club, etc.]
- Section 4:** It shall be the duty of the Vice President [insert position duties. Ex.: assist the President, run scheduled meetings in President's absence, etc.]
- Section 5:** It shall be the duty of the Secretary [insert position duties. Ex.: distribute agendas, record meeting minutes, etc.]
- Section 6:** It shall be the duty of the Treasurer [insert position duties. Ex.: collect dues, complete monetary transactions, present financial reports, etc.]
- Section 7:** Add more sections to take care of the duties of all officers, if necessary.
- Section 8:** An officer may be removed by [insert vote, such as two-thirds] vote of the existing club members or as a result of a review by another officer and two club members regarding performance that negatively affect the club.

## ARTICLE VI: ELECTIONS

- Section 1:** Time of election [Ex.: Officers shall be elected by ballot at the last meeting of the spring term by a majority of the vote cast for that office.]
- Section 2:** Method of nomination [Ex.: Officers will be nominated or may self-nominate during the scheduled meeting for elections. Votes will occur by ballot. Officers will be elected by majority vote.]
- Section 3:** Eligibility [Ex.: To be eligible to run for an officer position, candidates shall be a current EOU student and be in good

academic and behavioral standing with EOU.]<sup>2</sup>

**Section 4:** Voting Method [Ex.: All active members, students attending Eastern Oregon University, will be allowed to vote. Non-active members cannot vote].<sup>3</sup>

## **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 [insert 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 include the following [insert list of committees such as public relations, social, food, etc., and define their duties].

**Section 2:** Selection of standing committees is made by [insert the method by which these committees and their chairpersons are made].

## **ARTICLE IX: MEETINGS**

**Section 1:** Frequency of meetings shall [insert how regular meetings will be held, how far in advance, and how notification will be sent to members].

**Section 2:** Special meetings may be called [insert by whom, how much notice must be given and how the message will be distributed to members].

## **ARTICLE X: QUORUM**

**Section 1:** At least [insert specifically the minimum number of members or a

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<sup>2</sup> Required: Only Eastern Oregon University students are able to serve in an officer position.

<sup>3</sup> Required: Only Eastern Oregon University students are eligible to vote.

percentage which must be present at a meeting in order to conduct business legally] must be present to transact final business decisions.

## **ARTICLE XI: FINANCIAL PROVISIONS**

**Section 1:** Membership fees [Ex.: Membership fees/dues shall be \$5 per term payable the first month of each term and are to be collected by the Treasurer only. The advisor's signature is required for all purchases and reimbursements.]

## **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 [insert by 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.

## **ARTICLE XIII: ENACTION CLAUSE**

**Section 1:** This constitution shall become effective upon approval by the Center for Student Involvement.<sup>4</sup>

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<sup>4</sup> The clause must be included in the group's constitution and state that it will officially be an EOU recognized club upon the approval of the Student Involvement department.