

Sample Club Constitution and By-Laws

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be (name of club).

Section B: National Affiliation – If the club is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of this document: “The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of Winthrop University.”

Section C: Purpose – The purpose of this club shall be:

1. *(List in detail the objectives of the club.)*
- 2.
- 3.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility

1. Membership in the organization shall be open to those regularly-enrolled Winthrop University students who: *(list criteria, if any)*
2. An Active Member will be defined as: *(List criteria for active membership)*

Ex. An Active Member shall be defined as any member who is in good standing with the university and has paid their membership dues.

3. This organization will/will not *(choose one)* have associated members who are nonstudents or who do not meet the above criteria but will have all membership privileges except for the right to vote or hold office in the organization.
4. Eligibility for membership or appointed or elected student officer positions in the campus recognized chapter or group may not be limited on the basis of race, sex, color, age, religion, national origin, marital status, sexual orientation, physical or mental handicap, ancestry or medical condition, except as explicitly exempted in federal law.

Section B: Dues

Dues shall be \$_____ per year. (List national and state dues separately if applicable).

New and emerging student clubs can use this example when developing a constitution and bylaws specific to their club needs. Established clubs can use this when updating or changing their bylaws.

Anywhere in your constitution that you see parenthesis like these to the right, be sure to delete them after you have filled out your information
→ (List....)

The highlighted section you see here **must** be in your constitution.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be President, Vice-President, Secretary, and Treasurer.

These are general officers. Create and add officers specific to the needs of your organization.

Section B: Eligibility – To be eligible for office, candidates must be regularly enrolled students who (list requirements for eligibility, examples below)

Ex. are full-time students, carrying at least 1 credit, have specific skills related to the position, etc.

Section C: Nomination – Nominations for office shall occur (*Insert a process for Nomination; list when and how nominations will occur*)

Ex. Nominations for office shall occur during the first regular meeting after spring break; any member may nominate another member.

Section D: Election – Elections shall occur (*Insert process for election; list when and how the election will occur*)

Ex. The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section E: Term – The term of office shall be for (*one year/one semester*) and shall begin (*list when*) and end (*list when*).

Ex. The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section F: Vacancy – Vacancies shall be filled by (*list manner*) and serve (*list time period*).

Ex. If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election

Be specific throughout your constitution. In the future, you want new officers to read this and completely understand the process you have outlined. **Be thorough.**

Section E: Removal – Officers may be removed from office by *(Insert process for removal; list manner and vote required)*

Ex. Officers may be removed from office by a 2/3 vote of active members in the organization

- a. A request for removal of an officer must be submitted in writing to the president; this request can be submitted by any active member of the organization – this includes officers
 - i. If a member/officer is requesting to remove the president, the request for removal letter may be submitted to the vice president.
- b. The officer receiving the removal request will then contact the officer in question for removal and explain the situation to them
 - i. The member requesting removal will remain confidential through this process
- c. Within two weeks after submission of removal request, a vote must be held unless voting is put off due to school events such as seasonal breaks and holidays.
- d. The vote will be brought to order by the removal request receiving officer and members will take a secret ballot. This ballot will be tallied by the organization advisor and the member who submitted the removal request with the officer in question for removal present.

This is just one example of how to structure removal of an officer. Make sure you understand your own process and that it is fit for your organization.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to: *(list responsibilities; examples below)*

1. Preside at meetings
2. Vote only in case of a tie
3. Appoint committee chairpersons subject to the approval of the Executive Committee
4. Perform such other duties as ordinarily pertain to this office

Section B: Vice-President – It shall be the duty of the Vice-President to: *(list responsibilities; examples below)*

1. Preside in the absence of the President
2. Serve as chairperson of the Program Committee

While creating duties for officers, be sure to think about whose responsibility it will be to organize events and submit space requests.

Section C: Secretary – It shall be the duty of the Secretary to: *(list responsibilities; examples below)*

1. Record the minutes of all meetings
2. Keep a file of the club's records
3. Maintain a current roster of membership
4. Issue notices of meetings and conduct the general correspondence of the club

Section D: Treasurer – It shall be the duty of the Treasurer to: *(list responsibilities; examples below)*

1. Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
2. Keep an itemized account of all receipts and expenditures and make reports as directed

Quorum:
the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held at a date, time, and place that is convenient for most members.

Section B: Special Meeting – Special meetings may be called by *(insert process for calling a special meeting)*

Ex. the President with the approval of the Executive Committee.

Section C: Quorum – A quorum shall consist of *(Insert number to reach quorum)*

Ex. A quorum shall consist of 2/3 of all active members

- i. An active member shall be identified as any member who has paid dues

The number required for **quorum** should be small enough to ensure that quorum will usually be present but large enough to protect the club against decisions being made by a small minority.

ARTICLE VI: Funding

Section A: This organization shall be funded through the following means:
(list means for funding)

Section B: All money transactions must be approved by *(list officers/advisors responsible for funds)*

ARTICLE VII: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to: *(list responsibilities; examples below)*

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long-range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.

Your advisor can be as involved as you need them to be. Some advisors may not have this many responsibilities and that is okay.

Remember to read your constitution thoroughly and insert information where there are parenthesis. →

ARTICLE VIII POWERS

1. The organization shall have the following standing committees: *(list any committees that will permanently exist within your organization)*
2. Additional committees may be created by *(insert title)* and members to the committees shall be selected by *(insert title)*.
3. The organization shall operate as a non-profit association and no profits may accrue to any individual within the organization.
4. Unless otherwise provided in these bylaws, decisions of the organization shall be made by a simple majority of those present and voting, with those abstaining from the vote not figuring into the determination of the majority required.
5. 5. For purposes of any vote, the determination of the current eligible voting membership shall be *(list method)*.

If you do not have any standing committees in your organization, those sections can be removed. The same goes for anything else in this sample constitution.

ARTICLE IX: AMENDMENTS

Section A: Selection- *(Insert process for amendment)*

Ex. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Section B: Notice – *(Insert process for notice of amendment)*

Ex. All members shall receive advance notice of the proposed amendment at least five days before the voting meeting.

If there is anything in this sample constitution that does not meet the needs of your organization, know that you have the ability to customize it any way you would like.