

Constitution for _____ Club

Preamble

We, the students of Skyline College, in order to promote interest in _____, do
establish the _____ Club of Skyline College.

Article I. Name

Section 1. The name of the organization shall be _____ Club of Skyline
College.

Article II. Membership

Section 1. Membership is open to any students of Skyline College.

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 Skyline College.

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. Finance Officer

E. Skyline Organization and Club Council (SOCC) Liaison

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 Finance Officer 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 SOCC Liaison shall attend all SOCC meetings as the official voting member and be responsible for the reporting back to the club. The SOCC Liaison shall also make presentations to SOCC and the Student Senate.

Section 4. An official College organization must operate under the advisorship of a member of the College full-time, permanent faculty or classified staff.

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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