

You want to start a club? Great!

Let's create your Constitution and Bylaws

What is a constitution?

The Constitution is a set of rules that will guide how your organization is run. It will clarify your purpose, outline your basic structure and allow members and potential members to have a better understanding of what your organization is all about! It will provide a structure to aid future leaders of your organization to ensure that the group continues on a sound course.

How do I write my bylaws?

The following guidelines are provided to help you establish a constitution and outline the standard information to be included in order to be consistent with college guidelines. Remember your bylaws are for YOUR organization. If you have any questions, you should consult with the ASUCC Student Government or the Student Engagement Coordinator.

Constitution Outline

Please use this as a general guide for your club – feel free to add or remove sections as needed.

Article I: Name of the organization

The name of this organization: _____

Article II Purpose of the organization

The purpose of this organization:

- A. _____
- B. _____
- C. _____

Article III Membership requirements/eligibility – who is eligible to join?

For example: Membership is open to any currently enrolled UCC student. Former students and other members of the campus community may participate in the club, but may not hold office or vote.

Article IV Officers (titles, duties, term of office) – what officer titles do you want? What will their duties be? How and when do they get elected?

For example:

1. *President*

-Preside at meetings, perform other duties as needed

2. *Vice-president*

3. *Business manager, Secretary, etc*

A. Officer: _____

Duties: _____

B. Officer: _____

Duties: _____

C. Officer: _____

Duties: _____

D. Officer: _____

Duties: _____

Article V Non-Discrimination Statement. (*This is required – you can copy and paste this into your bylaws*)

It is the policy of the College not to discriminate against any individual on the basis of race, color, religion, sex, national origin, age, disability, or marital status in admission and access to, or treatment or employment in its programs or activities. The College requires each organization to include a nondiscriminatory statement in their constitution.

Article VI Notice of Anti-Hazing (*This is also required – you can copy and paste into your bylaws*):

The organization shall not haze any prospective members for the purpose of admissions into or affiliation with the organization. Members of the organization are free to leave or dissociate without fear of retribution or harassment

Article VII Advisor – your organization is required to have an advisor, preferably a full time faculty or staff member. How is an advisor chosen? What will be their duties?

Example: a faculty/ staff advisor shall be selected each year by the members.

Duties – The responsibilities of the faculty advisor shall be to:

- *Maintain an awareness of the activities and programs*
- *Meet on a regular basis with the leader of the student club to discuss upcoming meetings, etc*

Advisor: _____

Duties: _____

Article VIII Removal of Officers and Members - What is your process for removing someone who fails to fulfill the responsibilities of the position?

Article IX Vacancies - How are you going to fill a position if an officer leaves the office?

Article XI Finances – Feel free to create your own policies

Ex: Finances for the club shall be secured by contributions and fundraising activities in accordance with the by-laws of the student government.

Section 1- On-Campus Account: The organization shall be assigned a budget code for revenues and expenses by the college. The organization shall not maintain an off-campus account.

Section 2- Fiscal Year: The Fiscal year of the organization shall be from July 1st to June 30th.

Section 3- Expenditures: The organization may make expenditures with the approval of the organization's Advisor.

Meetings XII – How often and when will meetings take place?

Article XIII Amendments – If you want to change your bylaws, what is the process?

For example: These bylaws may be amended at any regular meeting of the organization by a 2/3 vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Once completed, submit the Club Petition form, Club Advisor Agreement and this Constitution to the ASUCC Activities Officer. You will be contacted after you have submitted your paperwork.