

CLUB CONSTITUTION GUIDELINES

As the founder of a new club, one of your most important responsibilities is to create a constitution that establishes governing guidelines for future students to follow. These guidelines will help you create a lasting document that will expedite the registration process.

You may add sections as appropriate to your group, but you must include pertinent District required statements that are part of all registration procedures. Your completed constitution must be submitted with your **Club Member List** signed by five (5) currently registered College of Alameda students; **Club Officer Listing** form; **Club Charter Agreement**, and a signed **Faculty/Administrator Agreement** for review according to the club registration process. This information will be kept on file in the Office of Student Activities and Campus Life. Clubs will be notified by the ASCOA Vice President of Operations as to their progress in the club registration process.

Please make sure to review the Club Constitution Template before writing the constitution. The template is a **sample** that will help you expedite writing the constitution. The template can be used as the basis for your constitution or you can just refer to it as needed.

Formatting

The founders of a club should take extra care with the format of a club constitution. It is very important for the constitution to have a consistent and professional format. Proper formatting will be crucial to expediting the club registration process.

Formatting Tips:

- Constitutions should not have lengthy paragraphs for articles. Content should be grouped by relevant information. Consider using bullet points or numbers to break up articles. If a portion of an article is extensive enough, consider creating different “Sections.”
- The constitution should be concise and only state facts that are relevant to the club’s operation from year to year.
- Make sure to include the article title along with the article number (i.e. “Article I – Name”)
- Be consistent! If the end of each line ends with semi-colons, be sure to use semi-colons at the end of every line.

Article I - Name

- What is the exact title that will be used in addressing the organization? You may not use College of Alameda as a part of your name unless you perform or compete in the public and are officially sponsored by the College, such as the College of Alameda Volleyball Team. Other groups may refer to themselves as, for example, Asian Cultural Exchange at College of Alameda.

Article II - Purpose

- What is the group’s purpose? The group must state its purpose as related to its expected contribution to the overall mission of College of Alameda, and to the advancement of social, moral, cultural, intellectual, or spiritual development of its individual members and the College community. The group must also demonstrate that it meets a need not presently met by any other club, organization, or department at the College of Alameda.

Article III - Membership

- Who is eligible for membership? Please make sure to state that “membership is open to all registered students at College of Alameda in good academic standing.” Are there any membership restrictions on students (i.e., number or percentage of meetings attended, etc.)? How will your club keep track of members’ meeting and club event attendance?
- All organizations must affirm, **verbatim**, that they will not restrict membership based upon “national origin, race, religion, creed, gender, sexual orientation, age, and mental or physical handicap.”
- If your group differentiates between voting and non-voting members, please clearly explain the distinction. This can easily be done by creating an “active member” status, as is done in the template for this Article.
- State that your club will not impose or participate in any form of hazing.

Article IV - Officers

- What are the club’s officer positions and titles? Detail the duties of each officer. In addition to the duties you list, please make sure to include the following duties under a particular position:
 - Responsible for maintaining contact between the club and the College
 - Responsible for maintaining an accurate budget for the club (usually Treasurer)
 - Responsible for coordinating with the Office of Student Activities and Campus Life for event planning and room reservations

- What decisions must be made by the Executive Board as a whole? How does the Executive Board make decisions? The Executive Board should vote on decisions it makes. If there is a tied vote, who will break the tie?

Article V - Elections

- Describe the process by which officers will be elected or selected. What percentage of your club's full time members must be present for the election vote to take place (also known as a "quorum")? How will students cast their votes? Who will count the votes?
- Describe how vacancies in officer positions will be filled. Will there be a special election? Will one officer succeed another?

Article VI - Impeachments

- How can an officer be removed from his or her position? Describe the criteria that must be met for an impeachment to occur.
- What will constitute quorum for a decision to impeach? What percentage of present members must vote in favor of impeachment for the process to begin?
- How will the officer subsequently be able to address the club to defend him- or herself?
- What will constitute quorum for a decision to remove the officer? What percentage of the club must vote to remove the officer?
- The vote to begin impeachment proceedings and the vote on whether to remove the officer should not take place on the same day.
- What is the timeframe for the impeachment proceedings? How long after the writ of impeachment is presented to the Executive Board is it brought to the club? How long after it is presented will the vote over the impeachment be?

Article VII - Meetings

- How often will the group meet? Who will call the meetings? When stating how often clubs will meet, be sure to include "while classes are in session during the academic school year."
- What percentage of active members must be present for an official meeting?
- What percentage of active members must be present in order for a decision to be made?

Article VIII – Constitutional Amendments

- How are amendments to the constitution proposed? A period of time should be required between the proposed amendment and a final vote.
- What will constitute quorum to vote on an amendment? How many votes are necessary to pass an amendment?
- State that "any and all changes must be approved by the ICC prior to adoption," and that "all amendments, additions, or deletions must be filed with the Office of Student Activities within one week of adoption."

Article IX – Acknowledgements

- State that your club realizes the responsibilities it takes on as set forth in the purpose and that it will abide by the Constitution on file with the Office of Student Activities and Campus Life, ASCOA bylaws and Peralta Community College District (PCCD) policies and procedures.
- State that your club's views do not necessarily represent those of College of Alameda or Peralta Community College District.

BE SURE TO DATE YOUR CONSTITUTION AND MARK "REVISED" IF IT HAS BEEN REVIEWED AND UPDATED.