



**SAN BERNARDINO VALLEY COLLEGE  
SAMPLE STUDENT ORGANIZATION & CLUB CONSTITUTION**

**CONSTITUTION OF THE** (Fill in name of organization) \_\_\_\_\_ **ORGANIZATION**

## ARTICLE I

### Name of the Organization

Section 1: State the name of the club - you may abbreviate the name after this section if you identify that abbreviation here. The name of this organization shall be: \_\_\_\_\_.

## ARTICLE II

### Purpose of the Organization

Section 1: State the purpose/mission of your organization – the reasons why you exist. This can be in a list format, or in a paragraph.

Section 2: If your organization is affiliated with any regional/national organizations, please state those affiliations here.

## ARTICLE III

### Membership

Section 1: *Eligibility for Membership:* Recognized clubs must be open to any San Bernardino Valley College Student. Non-students [e.g., alumni, faculty/staff] are not allowed to be full members, but they can be non-voting, affiliate members. State all categories for membership – voting, affiliate, non-voting, etc.

Section 2: *Voting Member Criteria:* State how a student becomes a voting member [e.g., attends a certain % of meetings/events, pays dues, etc] and if there are any criteria for any other membership categories. This is an important issue for your organization – you want to make sure that students listed on your voting member list are active, interested students in your group.

Section 3: *Removal of Members:* State the process to remove any member who is not in good standing with the club. Due process must be followed. Things to consider are: reasonable notice to the person being considered for removal, opportunity to defend their position, quorum needed to vote, timeline for the process, appeal process. While you will hopefully not need this section, it is very important that you have a process in place. When you need it, this will clarify the procedure and remove some of the emotionality.

## ARTICLE IV

### Officers

Section 1: *Officer Qualifications:* Identify what qualifications a student must have to be eligible to be an officer. This may include GPA, length of time in organization, previous experience, etc. All officers must be current San Bernardino Valley College students. See Article V for Election procedures.

Section 2: *Elected Officers* List the positions in descending order (e.g., President, Vice-President, etc). If you choose to have a non-hierarchical structure simply list the primary contact person first.

Section 3: List each officer position and their duties. You can include this information in Section 2 if you prefer. You may rename positions and form a non-hierarchical structure. Term of office should also be addressed (e.g., academic year, day after commencement)

Typical duties include:

- President: preside at meetings, call special meetings, primary contact with college faculty and staff, appoint committee chairs, runs the election process, other
- Vice-President: assume President's duties in his/her absence, prepares and posts agendas, schedule meeting/practice rooms/facilities, plans member/officer training programs, other
- Secretary: takes and distributes minutes of all club meetings, recorder keeper (current and past members, files minutes, etc), club historian, notify members of meetings, handles the official correspondence of the club, other

- Treasurer: keeps all financial records, notifies organization of financial issues, prepares budget/allocation requests, primary funding board representative, other
- Inter-Club Council Representative: primary contact with AS-SBVC, attends all weekly ICC Meetings, reports findings to club, other

Section 4: *Vacancy in Office:* In the event a vacancy should occur (resignation or removal), provisions must be made to fill the vacancy. Officer succession/ "chain of command" should be addressed (e.g., in the event that the President leaves office, the Vice President will assume those duties until a special election is held. Then refer readers to the special election section of Article V.

Section 5: *Removal of Officers:* Grounds for removal of an officer must be clearly identified. Similar to the removal of members, due process must be followed (see above). Make sure you note the role of your club advisor. One example:

A petition to remove the officer in question must be submitted to another officer. This petition must contain the signatures of x% of voting members. When such petition is received, the officer shall call a meeting of the club to determine whether or not the officer should be removed.

*Grounds for removal are to be presented by the officer in charge at a regular or special club meeting.* The officer in question shall be provided an opportunity to present a defense either in person or in writing.

*A quorum shall be present, and a (x%, 2/3, simply majority) vote of the voting members shall decide upon removal.*

While you will hopefully not need this section, it is very important that you have a process in place. When you need it, this will clarify the procedure and remove the emotionality of the situation.

Section 6: *Appeal of Removal of Officers:* This section clearly outlines what procedure a removed officer can take to appeal the club's decision.

## ARTICLE V

### Elections

Section 1: *Nomination Process:* State how officer candidates will be nominated (by a current officer/member, self-nomination, etc.) and the timeline associated with the nomination process.

Section 2: *Election:* Election procedures, quorum present, method of voting (secret ballot, etc.), number of terms a person can serve, and when the elections will be held.

Section 3: *Special Elections:* This section outlines what procedures will take place if an officer leaves/is removed from office. Clearly state the timeline for these procedures (e.g., within "x" weeks of vacancy occurring). You may use the same procedures from Section 2, with a revised timeline.

## ARTICLE VI

### Advisor

Section 1: *Selection:* Indicate how your club will choose an advisor. Note: All clubs must have a faculty advisor.

Section 2: *Duties:* What do you want your advisor to do?

## ARTICLE VII

### Meetings

Section 1: *Regular Meeting/Club Activities:* Address how often business meetings will occur, any regular club activities, process to notify members of meetings/activities, etc.

Section 2: *Special Meetings:* Identify why you would call special meetings, and the process used to call these meetings/notify members, etc. Will these meetings be run any differently than regular meetings?

Section 3: *Parliamentary Authority:* Will you use Robert's Rules of Order? How will the meetings be run?

Section 4: *Quorum\*:* What % of your membership must be present for official club business to occur?  
\*A quorum is a certain percentage of voting members required to be present during a vote. It is important to clearly indicate what your quorum will be (often, it is 2/3 of the voting members). You want to make sure that when a vote takes place that you have a representative sample of your voting membership present.

**ARTICLE VIII**

**Committees**

- Section 1: *Committee Structure:* Include what committees (if any) your club will have. Include responsibilities of each committee and who is responsible for each committee. Examples include Membership, Programs, Elections, Fundraising, etc.
- Section 2: *Special/Ad-Hoc Committees:* State that a special/ad-hoc committee may be formed if needed...

**ARTICLE IX**

**Finances**

- Section 1: *San Bernardino Community College District:* State here pursuant to the Education Code of California, Section 76063, student organizations may not be used as a conduit for personal financial gain or for the establishment of personal business. All financial transactions for the organization shall be handled through a College District Club Account, maintained by the San Bernardino Valley College Campus Business Office.
- Section 2: *AS-SBVC Funding:* State whether or not your club will apply for AS-SBVC monies and that if allocated resources, your club will follow all AS-SBVC and institutional regulations. You may also wish to specify who is allowed to access club funds and/or who will be in charge of generating the budget proposal for AS-SBVC.
- Section 3: *Dues (optional):* State here if members are required to pay dues, and if so, how much that will be.

**ARTICLE X**

**Amendments**

- Section 1: *Ratification:* Identify the process to be used regarding proposed constitutional amendments: voting procedures, timeline, etc.
- Section 2: *Submittal to Office of Student Life:* Any changes made to this constitution must be submitted to the Office of Student Life.

Date of recognition/revision: