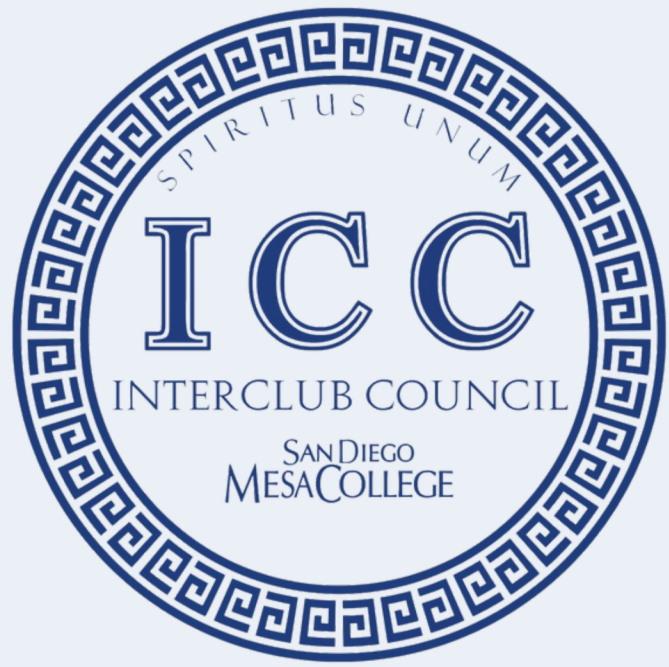


CLUB CONSTITUTION WRITING WORKSHOP



Presented by the San Diego Mesa College
Interclub Council (ICC)



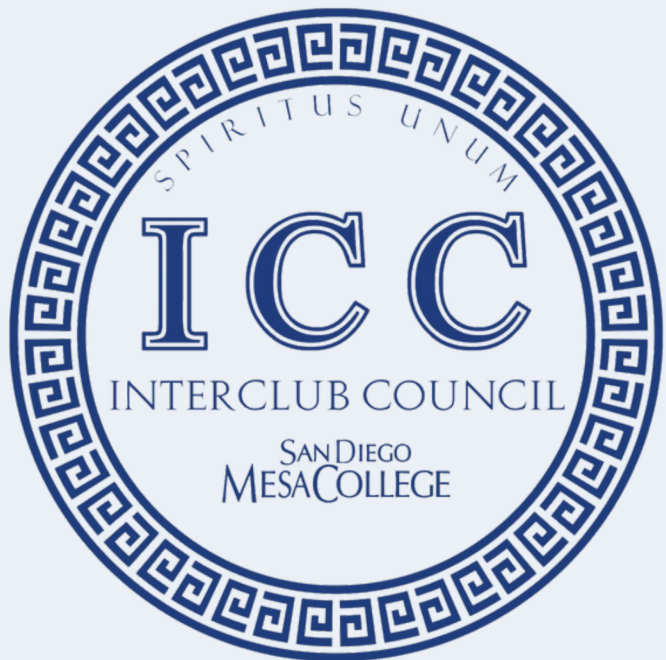


WHAT IS A CLUB CONSTITUTION?

It is the document that defines all things about your club! It is intended to be the official documentation that future officers will refer back to with any procedural questions.

***It is also a document that grows with the club.
Adjustments can be made to currently existing club
constitutions with the majority vote from current officers*





THE ARTICLES OF A CONSTITUTION

PREAMBLE

ARTICLE V: Officers

ARTICLE I: Official Club Name

ARTICLE VI: Duties of Officers

ARTICLE II: Purpose

ARTICLE VII: Meetings

ARTICLE III: Membership

ARTICLE VIII: Dissolution

ARTICLE IV: Club Advisor & Role

ARTICLE IX: Approval of Constitution

The template created by the ICC has these as their Articles but some can be removed or added based on specific club needs and desires. This is just an example of what should all be included.



PREAMBLE

This part is **OPTIONAL**. This is the mission statement for your club. Essentially a quick summary of the first two articles listed in your constitution (who you are and what is your purpose).

Example from Veteran's Club:

"In recognizing the demand for an organization that helps meet the academic and social needs of veterans of the United States Military; develop and maintain a student veteran identity within the San Diego Mesa College community; to help promote veterans' issues; assist with the integration of veterans into the academic and non-academic community; to promote community service and leadership; the San Diego Mesa College Student Veterans Organization does hereby establish the following constitution."





ARTICLE I: NAME

What is your club's **complete** name?

- If you plan to have your club go by its acronym, the acronym needs to be fully defined in this article
- This is the name that the club will be referred to on official Mesa College documentation (to include financial documents).



Example from Astronomy Club:

While abbreviated colloquially as “Astronomy Club”, the full official name is “The San Diego Mesa College Astronomy and Space Science Club”



ARTICLE II: PURPOSE

What is the purpose of your club?

- Why does your club exist?
- How does your club aim to serve the San Diego Mesa College student body?

Example from SD Mesa Japan Club:

“...the Club proposes to sponsor and organize activities that will create an environment of learning and sharing between cultures. The Club shall further enhance the appreciation of diversity and enrich the perspectives of San Diego Mesa College students.”





ARTICLE III: MEMBERSHIP

What does it take for a student to be considered a member of your club?

- Do they need to have a certain major declaration?
- How many meetings does a student need to attend in order to remain an “active member”? Does this matter to you as the club?

Example from Astronomy Club:

ARTICLE III: MEMBERSHIP

- *Membership shall be open to all students of San Diego Mesa College*
- *Membership shall consist of those who meet the following criteria;*
 - *Be a current San Diego Mesa College student*
 - *Registered with the Secretary for the club roster*
 - *Sign up for the club mailing list*
- *Active membership is granted based on the following criteria in addition to the criteria listed above:*
 - *Regular participation in club meetings, events, and activities*
- *Members meeting the criteria below will hold voting rights:*
 - *All members holding active status may vote within the club*





ARTICLE IV: CLUB ADVISOR & ROLE

Who can be an advisor to your club?

- Is it preferred that the advisor comes from a related field, or can it be anyone?
- *Eligible advisors must be either Classified Faculty or Classified Administrators*

How involved should they be in your club?

- *Please note that club advisors must attend **all** club meetings, at minimum.*

Example from Astronomy Club:

ARTICLE IV: CLUB ADVISOR AND ROLE

- *There will be at least one full-time faculty advisor as required in Manual 3200 of the San Diego Community College District.*
- *The advisor will serve as a role model, facilitator, and a resource for campus procedures, policies, and business processes.*
- *The advisor shall have no direct authority over the Club officers or members.*



ARTICLE V: OFFICERS

What officer positions do you want to permanently have available for your club?

- Minimum required is a Club President, but we highly recommend also having a Vice President, Secretary, and Treasurer at the least
 - Other positions can include:
 - Social Media Officer
 - Fundraising Officer
 - ICC Meeting Representative/AS Meeting Representative



What qualities does an officer need to have in order to be considered?

- Does length of time as an active member matter?



ARTICLE VI: OFFICER DUTIES

***This can also go into **Article V** instead of having its own Article, if desired*

What are each of the listed officers' individual responsibilities?

- *This can help delegate all of the necessary tasks needed to have a thriving club*

What can make an officer no longer eligible for their position?

How would removing an ineffective officer take place?

Example from French Club:

Section I: THE PRESIDENT SHALL:

- *Chair all general and specially-called meetings.*
- *Act as Liaison officer between Faculty, Staff, Students and Club.*
- *Lead Executive Officers and members to achieve goals.*
- *Ensure that all tasks are completed.*





ARTICLE VII: MEETINGS

How are meetings planned?

- Is it the executive team that plans it? Does the Advisor plan them?
- When does the Agenda go out to club members?

When should officer elections be held? How often?

Example From Puente Club:

Puente Club meetings are to be every Wednesday, 12:45-2:00

Section 1: Mandatory Meetings:

- *All meetings are mandatory for club officers unless excused by the club advisor or called out through presidents/advisor*
- *Members are to be present through roll-call unless excused by the club advisor or called out through presidents/advisor bi-weekly (2nd and 4th Wednesday of every month)*

Section 2: Calling Out and Roll Call:

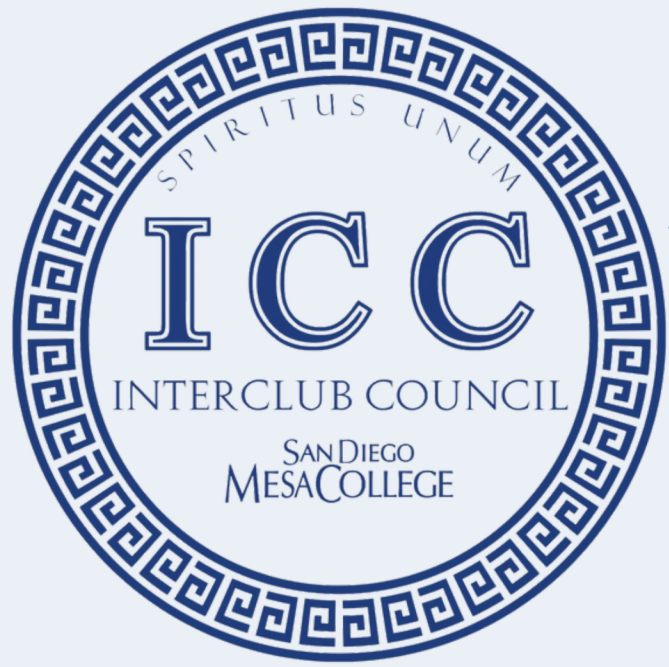
- *Members and officers, if needed, request excused absences directly through the advisor or let presidents know ahead of time*
Emergencies: Excused through the club advisor at any time, before or after mandatory meetings

Section 3: Procedure for Calling Special Meetings:

- *Discuss with club advisor and officers to establish special meeting times*
- *Requires approval of all officers and club advisor*

Section 4: Quorum:

- *51% of Puente Club members (excluding officers) must be present at mandatory bi-weekly meetings in order to conduct*



ARTICLE VIII: DISSOLUTION

What should happen to the club, should there be no officers to carry it on in the following semesters?

- *Some clubs gather physical resources over time. What should happen to these items?*
- *What kind of record keeping will be done? Where will there records go in the event that the club can't be continued?*

Example From Astronomy Club:

ARTICLE X: DISSOLUTION

- *In the event of the dissolution of this organization, all assets acquired by it shall be transferred to either the STEM Center of San Diego Mesa College, or the Physical Sciences Department; as determined by the Club Advisor*





ARTICLE ??: WHATEVER YOU WOULD LIKE!

This presentation is a non-exhaustive list of what should be included in your club's constitution. Your individual club may want to have articles that elaborate on other processes that are needed/desired for your club!

Essentially, anything that is desired and needs to be elaborated on should have its own Article.

For example, some clubs have specific funding guidelines in their own article, such as limits for meetings and guidelines on what to do when wanting to exceed the limit

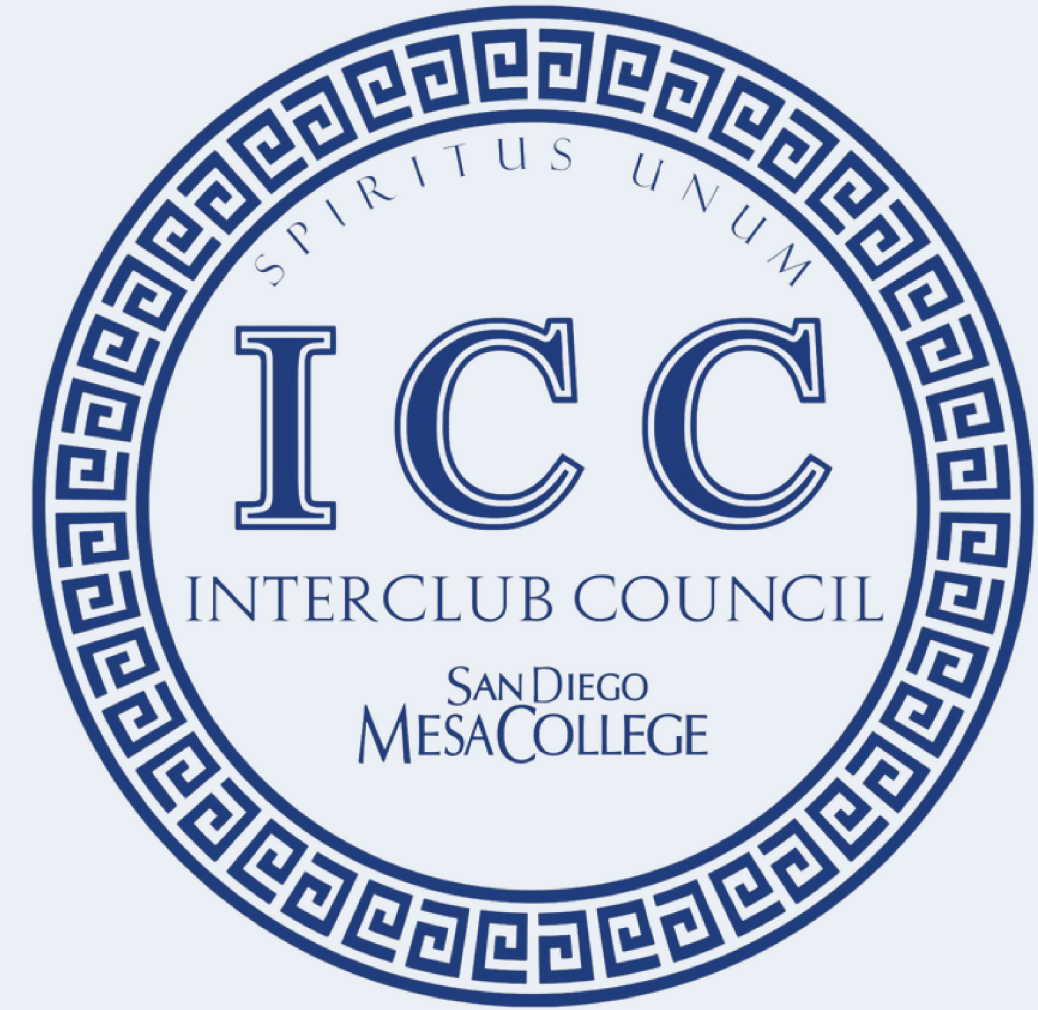
Some clubs also have specific Amendment procedures that are outlined in their own article



THANK YOU!

We wish your club much success!!

[CLICK HERE FOR A TEMPLATE](#)



Got Questions?

Email us at

sdmesainterclubcouncil@gmail.com

for any help you might need!

