



Rules: How to draft a club constitution

CLUB CONSTITUTION OUTLINE

All club constitutions (and revisions of operating constitutions) must be checked by the Associate Dean of Student Services and the ASU Inter-Club Council Chair and be approved by the ASU Inter-Club Council.

ARTICLE 1 ORGANIZATION

A. Name

B. Purpose

All clubs must have as their purpose service to the college through opportunities offered to students through cultural, community or vocational offerings. There are no "social" clubs approved.

If it is a service club, the specific projects should be outlined.

If it is a special interest club, it must include added opportunities for learning as an extension of the classroom, or meet a specific need.

All aims must be educational and compatible with college and/or community interests.

C. Dues

No dues must exceed \$2 per semester. Any other assessment must be voted by the entire membership and be voluntary.

D. Time, place and frequency of meetings

Time and place of all meetings are indicated on the College Master Calendar maintained in Administration Building 104

Special meetings may be called only upon approval and scheduling on the College Master Calendar.

All meetings held off campus must abide by college rules.

The last meeting of the semester will be held one week preceding the final examination schedule.

ARTICLE 2 MEMBERSHIP

A. Eligibility

All club membership must be open to all regularly enrolled students who are members of the Associated Student Union at LAVC.

B. Special requirements for Membership

Numbers in service clubs may be limited only on the basis of number that can benefit from a group experience and on ability to carry out the function of the group.

Membership may not be limited on the basis of age, race, religion or national origin.

There will be no inactive members or alumni members.

Membership will be composed of Associated Student Union members only.

All membership lists are filed in the Associated Student Union Office.

ARTICLE 3 OFFICERS AND ELECTIONS

A. Titles and duties of officers

B. Elections of officers - Details:

All officers should be elected preceding the last two weeks of the semester.

C. Special Elections.

Upon an emergency, a special election may be held at the regular meeting of the club after notice at the immediately preceding regular meeting. The process of election will be the same as for the regular election in terms of voting and eligibility requirements.

D. Term of Office

Officers shall be elected for one semester. No student should hold the same office twice.

E. Special Requirements as to Scholastic Standing or Other Rules.

- All officers must be regularly enrolled students, have a "C" average at the time of election and maintain a "C" average during their term of office.
- All members of service clubs must be in good standing and maintain a "C" average.

F. Replacement Due to Ineligibility.

G. Definition of Quorum in Regard to Council.

- Quorum should be at least a majority of members who attend.
- No group may set up a rule whereby the elected officers make all the decisions for the group.

H. Appointment of Committees.

Standing committees should be appointed for regular services and given recognition by membership on the council. Work should be delegated to as many as possible.

ARTICLE 4 CLUB RULES

A. Club rules as set up by the Los Angeles Community College Board of Trustees will be reviewed by the president and advisor with the membership at a meeting of each club early in each semester.

B. A club may be discontinued by lack of interest or disciplinary measures on the recommendation of the ASU Senate, with the approval of the Vice President of Student Affairs.

ARTICLE 5 AMENDMENTS TO THE CONSTITUTION

A. Method of Origination:

Any member should have the right to propose an amendment.

B. Requirements for Adoption.

No constitution should be adopted by less than a majority of the voting membership.

ARTICLE 6 PARLIAMENTARY PROCEDURE

A. Parliamentary procedure will be in accordance with this Constitution. All procedure not approved for by this Constitution, shall be governed by "Robert's Rules of Order, Newly Revised Edition."