Club Chartering Guidelines

Constitutional Format

CONSTITUTION OF _____ CLUB OR ORGANIZATION

Article I. Name

The name of this club or organization shall be _____.

Article II: Purpose

State specifically the purpose of your club or organization, for example: "to promote . . .," "to encourage . . . ," etc.

Article III: Membership

Section 1: General Membership

Membership in this club or organization is open to any student at Lorain County Community College.

Section 2: Voting Members

1. To vote at a meeting, individuals must place their names on the membership roster at or prior to the las previous meeting.
2. A roster of voting members must be maintained by the secretary (or other appropriate officer).

Article IV: Meetings

State how often meetings are to be held, who specifically can call a meeting and any other pertinent information.

Article V: Activities

If your club or organization plans to have activities, projects, etc., specifically state the nature o them and any other pertinent information.

Article VI: Advisor(s)

Every club and organization must have at least one faculty advisor whose signature must appe on any purchase requisitions written by the treasurer. It is recommended that you state a method in which an advisor is to be selected and removed. Advisors should serve in a nonvoting capacity.

Article VII: Officers

State here specific officers you intend to incorporate into your club or organization and the specific duties and responsibilities for each. Here also should be mentioned the processes by which a officer can be removed from office. Also include the process by which the offices will be filled in the case of a vacancy.

Article VIII: Elections

Here should be mentioned when elections will be held, qualifications for nomination (if any), length of term, when the elected persons take office, election procedures, and any other pertinent information. In your constitution, it should be mentioned that elections will be held at a well-publicized meeting.

Article IX: Amendments

Provisions must be made for amendments. Amendments are required to be approved by a 2/3 vote by the general membership of your club.