

Club Constitution Outline

The following outline has been provided to facilitate this process of developing a club constitution of your own.

Article I (*Name of club*)

The name of this club will be _____

Article II (*Purpose of club*)

The _____ has been organized to _____

Article III (*Authority*)

The club derives its authority directly from the Associated Students of Skyline College and directly from San Mateo County Community College District.

Article IV (*Membership*)

Membership is open to all Skyline students in accordance with Board Policy and Administrative Procedure 7.60.1, Educational Code Sections 76060 & 76062, 34 Code of Federal Regulations Section 66.846 (6) (7). [Membership details here]

Article V (*Meetings*)

Regular meetings of the club will be determined by the membership at its initial meeting each semester and reported to the Center for Student Life & Leadership Development, Room 6212. [Outline meeting requirements & details here].

Article VI (*Officers*)

[List officer titles & responsibilities]

Article VII (*Elections*)

Officers shall serve _____ term(s) and will be elected each _____.
[List requirements to run for office for each position. Tell how you determine who won the election ie. Majority vote, 2/3rds vote]

Article VIII (*Amendments*)

The Constitution shall be amended upon the approval of ___percentage of the club members.

By-Laws

A club may choose to elaborate on their Constitution by writing By-Laws. By-Laws are a set of rules used to govern the clubs meetings. Club Constitutions are not required to have By-Laws unless the constitution does not cover the subjects listed in the Constitution Outline. By-Laws ordinarily include the following (use this to fill in any missing details):

- Kinds of membership:

- Detailed requirements for membership: _____
- Method of admitting members: _____
- Dues and a provision for hardships: _____
- Powers and duties of officers: _____
- Powers and duties of committees: _____
- Election of officers and committees, including the vote required for election: _____
- Provisions for calling and conducting meetings: _____
- Parliamentary authority: _____
- Number constituting a quorum: _____
- Vote required for important decisions: _____
- Procedure for amending By-Laws: _____