

# [Name of Club]

Constitution

**Overview:** (delete when done!!)

* A constitution is a body of fundamental principles or established precedents according to which a state or other organization is acknowledged to be governed
* This template has been filled with default text, if you wish, you may simply add your club’s name, purpose, delete the directions *(directions are italicized)*, and you are done
* You may add additional articles, sections and/or text if you wish

# Article I - Name

The name of this student club shall be the [name of club (“abbreviation of name”)]. (ex. The name of this club shall be the Student Body Club (“SBC”))

# Article II - Purpose

The purpose of this club shall be to [club purpose statement].

# Article III - Authority

This club is a subsidiary organization of the Associated Students of Berkeley City College (“ASBCC”) and derives its authority from the ASBCC Legal Code, including all rules and laws which the ASBCC itself is subject to. If this Constitution is found in conflict with the ASBCC Legal Code, the contradictory text herein shall be void.

# Article IV – Membership

**Section 1: Requirements**

1. Berkeley City College students must comprise 100% of the student club’s Membership.
2. Members must maintain a 2.0 grade point average.
3. [Insert: any other eligibility requirements if your club has any].

# Section 2: Voting

*Directions: define how members vote.*

Suggested: All non-officer members may begin each semester with voting privileges if they so choose. However, once a member misses three regular meetings, they lose these privileges.

# Article V – Officers

**Section 1**: **Roles**

*Directions: President, Vice President, Secretary and Treasurer are required, but the responsibilities are only suggested.*

The officers of this club shall form the club executive committee (“Executive Committee”), and are as follows:

1. President
   1. Chair club meetings.
   2. Execute club vision.
   3. Provide overall leadership and guidance.
   4. Responsible for all functions and affairs of the club.
      1. Including, but not limited to, holding events and marketing.
      2. May delegate duties to other officers.
   5. Connect with other clubs.
2. Vice President
   1. Assist the President in all duties.
   2. Chair club meetings when the President is absent.
3. Treasurer
   1. Complete fund requests.
   2. Research vendors.
4. Secretary
   1. Keep agendas and minutes when necessary.
   2. Keep record of all club documents.
   3. Keep track of attendance.
5. Marketing Officer (optional)
   1. Focus specifically on the marketing functions of the club.
6. Events Officer (optional)
   1. Focus specifically on the event planning and execution functions of the club.
7. External Affairs Officer (optional)
   1. Attend Inter-Club Council (“ICC”) meetings.
   2. Present events and give club reports at ICC meetings.
   3. Responsible for informing club members of information given at ICC meetings. (the External Affairs Officer is an optional role, but every club must still send a representative to the ICC meetings regardless of whether they choose to use this role)

# Section 2: Voting

All officers shall be voting members of the club and Executive Committee except for the President, who may only vote to break a tie.

# Section 3: Dual Roles

The President may only hold one role, but all other officers may hold dual roles.

# Section 4: Term Length

*Directions: define the term length of each role, being careful to include provisions for holding elections before an officer’s term expires.*

Suggested: The term length for each officer shall be approximately one year beginning at the end of the spring semester. There are no term limits restricting the number of times an individual may run for office.

# Section 5: Officer Removal

*Directions: define provisions for removing an officer, in the event it is necessary.*

Suggested: Officers may be removed from office if they are found in violation of any rules laid out in this Constitution, including if they fail to execute their assigned officer responsibilities. If an officer is found to be in violation, she/he may be removed by a ⅔ vote of members present at a meeting in which quorum is reached. This decision may be appealed to the ASBCC Judicial Council.

**Section 6**: **Officer Reports** (optional)

*Directions: define whether reports from officers to the membership will be required. If the club decides they are required, also note how often they will be made and how they will be made available*

# Article VI – Meetings

1. *Directions: define meeting frequency and detail who has the authority to call a meeting*

Suggested: Regular Meetings of this club shall be held at least once a month, and only the President has the authority to call meetings.

1. *Directions: define quorum for this club’s meetings. A quorum is the number or percentage of the total membership that must be present at a meeting in order to conduct the business of the club).*

Suggested: Quorum shall consist of half of the club’s voting officers. Any decision made by a majority of the members present at a meeting at which a quorum is reached shall be regarded as an official decision of the club.

1. *Directions (optional): Decide whether the club will use Robert’s Rules of Order to govern meetings.*

# Article VII – Elections

**Section 1: General**

1. *Directions: Insert the month(s) of elections and specify who will oversee them. List who will announce the election date, who the candidates are, and the results of the election. A provision should be made that specifies how far in advance election meetings will be announced.*

Suggested: Elections shall be held in April and overseen by the President, or by an officer or group of officers to which the President has delegated her/his duties to.

The President is also responsible for announcing the date of the election meeting, which must be announced to all members at least two weeks in advance, who the candidates are and the results of the elections.

1. *Directions: Insert procedures for voting in elections. For example, some clubs make provisions for an open-secret ballot whereas some feel a vote by a show of hands is best. List what percentage of those voting shall constitute a candidate’s election. Consider procedures for election proceedings in which no candidate has won.* Suggested: To be elected, a candidate must receive the majority of votes cast for her/his prospective role. Voting shall be conducted using secret ballots during the designated election meeting. In the event of a tie, the Executive Committee decides the winner by a simple majority vote.

# Section 2: Vacancies

*Directions: define procedures for filling vacancies.*

Suggested: The Executive Committee has the power to fill all vacancies, subject to a simple majority vote of the club. If no elections were carried out the previous spring semester, whoever recharters the club may choose their role and the officers on the initial roster.

# Article VIII – Club Adviser

**Section 1: Requirements**

There shall be one Berkeley City College faculty or staff Adviser who shall serve as the Club Adviser (“Adviser”). The Adviser shall at minimum, hold the responsibilities prescribed in the ASBCC Legal Code. [Insert: any additional responsibilities of the Adviser].

# Article IX – Constitutional Amendments

1. This constitution may be amended by a vote of two thirds of the club membership.
2. Each time the club’s constitution is amended, a revised copy must be emailed to the ASBCC VP of Programs/ICC President (“ICC President”).

# Article X – Enabling Clause

This constitution shall take effect upon two-thirds (⅔) majority of the member votes cast at a regular or special election, and the approval of the ASBCC Judicial Council and ICC President.