

Club Constitution Guidelines

Article I Name of the Club

Section I What is the **name** of the club?

Article II Purpose of the Club

Section I What is the **purpose** of the club?

Article III Membership

Section I Who is a **voting member**?

- Things to consider: Foothill student, minimum number of meetings, certain level of participation
- Note that clubs should be open to the general Foothill student body

Article IV Qualification and Election of Officers

Section I Who can **run for an officer position**?

- Examples: Must be a voting member, min 2.0 GPA, etc.
- Should they have a certain level of participation?

Section II What are the **officer positions**?

- ICC representative is required, all others are up to club members
- Examples: President, Vice President, Co-Presidents, Secretary, Treasurer, Marketing Director, Event Director, Outreach Director, etc.

Section III How often do **elections** happen and how do they work?

- Example frequency: Quarterly/yearly elections

Article V Duties of Officers

Section I What are the **duties** of each officer?

- List each of the officer positions and their responsibilities

Article VI Impeachment and Replacement of Officers

Section I How does the **impeachment** process work?

Section II How are **vacant positions** filled?

Article VII Faculty/Staff Advisor

Section I What are the roles & responsibilities of the **faculty/staff advisor** and how are they expected to participate in club meetings?

Article VIII Meetings

Section I How are **meeting times** decided?

Section II What is **quorum** defined as?

- Example: two-thirds of the voting members

Article IX Amendments

Section I How can this constitution be **amended**?