

Sample Club Constitution

Article I – Mission Statement

Section 1 – The name of this organization shall be Sample Club.

Section 2 – The mission of sample club shall be to improve the Kettering student body through various and useful activities.

Article II – Definitions

Section 1 – The 'Sample Club' shall be referred hereafter as 'The Club'.

Section 2 – The Kettering University student body shall be referred hereafter as 'KU Students'.

Section 3 – A Club Event shall be defined as an organized activity planned in part or whole by The Club, available to all KU Students, and advertised at least one(1) week in advance of its execution.

Section 4 – A Club Meeting shall be defined as a formal gathering of The Club and KU Students, open to all KU Students, to discuss the regular business of The Club; and is mutually exclusive with a Club Event.

Section 5 – A School Term shall be defined as the length of time Kettering University declares as a singular 'A-section'.

Section 6 – A Club Resource shall be any capital or other item owned by, belonging to, or attributed to The Club.

Article III – Membership

Section 1 – Membership to The Club shall be open to all KU Students.

Section 2 – A member shall be defined as a KU Students who attends at least two(2) Club Meetings and one(1) Club Event per School Term.

Section 3 – Only members of The Club may run for office within the club, and have priority in all Club Meetings, Club Events, and use of Club Resources.

Article IV – Officer Definition

Section 1 – The Club shall consist of five(5) officers, listed in order of authority:

- A- The President
- B- The Vice-President
- C- The Treasurer
- D- The Secretary
- E- The Event Planner

Section 2 – The President shall be responsible for:

- A- Chairing and running all Club Meetings.
- B- The final authority on all rules and regulations for The Club.
- C- Being the official contact for KSG.
- D- Fulfilling the role of any officers absent from Club Meetings.
- E- Delegating or handling any responsibilities not covered in this constitution.

Section 3 – The Vice President shall be responsible for:

- A- Maintaining The Club's constitution.
- B- Maintaining The Club's Club Resources.
- C- Approving or denying any sub-committees of The Club.
- D- Advertising Club Meetings at least one(1) week prior to their realization.
- E- Fulfilling the responsibilities of The President in their absence.

Section 4 – The Treasurer shall be responsible for:

- A- All aspects of The Club's finances.
- B- Planning and submitting a budget for the club in conjunction with The Club's members and officers.
- C- Ensuring food is provided at Club Meetings.
- D- Organizing and managing a budget planning meeting every School Term.
- E- Fulfilling the duties of the Vice-President in their absence.

Section 5 – The Secretary shall be responsible for:

- A- Maintaining an updated list of The Club's members.
- B- Providing sign-in sheets at Club Meetings and Club Events.
- C- Submitting sign-in sheets to KSG.
- D- Managing and submitting all non-treasury related paperwork.
- E- Fulfilling the duties of the Treasurer in their absence.

Section 6 – The Event Planer shall be responsible for:

- A- Planning and organizing all Club Events.
- B- Acquiring all non-Club Resources needed for events.
- C- Advertising all Club Events at least one(1) week prior to their execution.
- D- Organizing and managing an event planning meeting every School Term.
- E- Fulfilling the duties of the Secretary in their absence.

Section 7 – Officer elections shall be elected on the fifth(5th) week of every winter School Term.

- A- Vacant or vacated offices shall be filled at the next Club Meeting.
- B- A member of The Club may only serve as any single officer for up to four(4) School Terms.
 - i – Time accumulated through election specified in Article IV, Section 7, A, does not count against an officer's term limit. Following School Terms are counted normally.
- C- No club member may concurrently hold offices unless there are not enough members to fill all offices.

Section 8 – An officer may create a committee to handle any responsibilities of their office. Committees shall last for one(1) School Term.

Article V – Voting Procedures

Section 1 – The constitution may be modified by a two-thirds(2/3) majority vote by The Club’s members.

Section 2 – Officers may be removed from office by a two-thirds(2/3) vote of The Club’s members.

Section 3 – All votes shall be by secret ballot unless otherwise specified by The President. All ballots shall be tallied by an appointed member, and shall be announced after the tally; with the ballots destroyed after the recording of results.

Section 4 – All disputes among the officers shall be decided by a majority vote of the officers.

Section 5 – Only full members shall vote in decisions for The Club.

Article VI – General Policies

Section 1 – The Club shall conduct itself by Robert’s Rules of Order, revised edition.

Section 2 – The club shall meet weekly on Thursday from 6PM to 8PM of every School Term.

Section 3 – The Club shall have at least two(2) Club Meetings and one(1) Club Event every School Term.

Article VII – Bylaws

Section 1 – Because The Club is primarily student oriented, it does not need a faculty adviser to help oversee and direct the clubs’ policies. However, the club is open to faculty who wish to participate in its activities.

Appendix I – Revision History

Section 1 – Drafted 8/9/2010 by Scott Builta

Section 2 – Revised 9/3/2010 by Scott Builta

Constitution format

- 1) TNM 12pt, left justified, 1.0 line spacing unless otherwise specified
- 2) Header: has revision number and date revised, club name and section.
- 3) Footer: page number and creation date.
- 4) Title: 24pt TNM bold centered, followed by 'Constitution' on next line
- 5) Broken into articles and sections: Article I->Section 1->A->i->a-> 1 → repeat from A
1. Indent via tab as the detail of the list increases.
- 6) Required articles (in order): Mission Statement, Definitions, Membership, Officer Definition, Voting Procedures, Other headers as necessary. 16Pt Bold, single space between articles.
 1. Mission: covers statement of club, and holds and definitions used throughout the

- document (like the club, etc).
2. Definitions: cover any useful terms for the constitution, such as the meaning of a school term, club meeting, club event, etc.
 3. Membership: defines what a member is and the rights members have.
 4. Officer Definition: lists all officer positions as well as the responsibilities of those officers.
 5. Voting Procedures: covers how any and all voting is handled by the club.
 6. Other headers: cover any other topics not mentioned in the above items, including bylaws and appendixes.
- 7) Section format: underlined 12pt TMN, single space between sections.
 - 8) Numbers < 10 need to be written with the number next to them in decimal form.