Constitution of the *enter club name* Club

**ARTICLE I**

NAME

Section I The name of this organization shall be *name of club*.

**ARTICLE II**

PURPOSE

Section I The purpose of the organization shall be *(Briefly state clubs purpose)* complying with the Coast Community College District Policies and the state of California Education Code.

Section II (Name of club) shall comply with Golden West College and Coast Community College District Policies and the state of California Education Code.

**ARTICLE III**

MEMBERSHIP REQUIREMENTS

Section I *(state whether open to specific divisions only).*

Section II There shall be *number (section not necessary if there’s only one type of membership).* types of membership: Regular, associate, honorary, etc.

Section III *(If more than one type of membership, make a section for each type, stating the requirements for each).*

Section IV *(Give scholastic requirements as necessary. If none is particular, give the minimum requirement for participation).*

**ARTICLE IV**

OFFICERS AND DUTIES

Section I There shall be the following elected officers: President, Vice-President, Secretary, Treasurer and ICC Representative. *(Add any other decided upon).*

Section II It shall be the duty of the president to preside at all the meetings and act as ex-officio member of all the committees, etc. *(Add any other requirements.)*

Section III It shall be the duty of the Vice-President to assume the duties of

 the President in his/her absence. *(List any other requirements).*

Section IV It shall be the duty of the Secretary to take the minutes of each

meeting and carry out correspondence of the organization. *(List any other requirements).*

Section V When funds are anticipated, an organization is required to have a

 Treasure. It shall be the duty of the treasure to keep an accurate

 account of the organization’s funds, to make disbursements and

 report on the funds when needed. *(List any other requirements).*

Section VI It shall be the duty of the ICC Representative to attend all ICC meeting and give a weekly report. *(List any other requirements.)*

Section VII *(Make a section for each additional officer and attach the information).*

**ARTICLE V**

EXECUTIVE COUNCIL

Section I The Executive Council shall consist of the elected officers and the

faculty/staff advisor. *(Chairman of the committees may be added).*

Section II A *(state what majority -2/3, 3/4)* or majority vote of the Council with approval of the advisor shall be necessary to pass any business which is referred to the Executive Council.

Section III *(For any further information).*

**ARTICLE VI**

STANDING COMMITTEES

Section I *Section used to state membership, finance, social, emblem-pin and sweater, etc. (Omit if none needed).*

Section II *Additional section for giving duties, restrictions, etc.*

**ARTICLE VII**

AMMENDMENTS

Section I This constitution may be awarded by a *(state majority-see Section 2 Article V)* vote of the membership at the first meeting of the organization at which quorum is present following the approval of the amendment by the Executive Council.

Section II Amendments must be presented to the Executive Council for approval before they may be submitted to the organization for a vote. Upon approval, a revised constitution shall be submitted to the Student Life Coordinator.

**ARTICLE VIII**

ENACTING CLAUSE

Section I This constitution shall become effective *date.* The constitution shall be signed by the advisor and the charter member of the constitution committee.

**ARTICLE IX**

COMPLIANCE CLAUSE

Section I No student shall be barred from participation on basis of race, creed, sex or natural origin.

Section II The organization will comply with all Student Body accounting procedures and policies as outlined.