### **Club Constitution/Bi-Laws**

#### **SAMPLE OF CONSTITUTION/Bi-LAWS:**

**ARTICLE I: Name**

The Name of the Organization shall be…….

**ARTICLE II: Object/Purpose**

The object/purpose of this organization shall be…….

**ARTICLE III: Members**

Section 1. Members shall be open to any currently enrolled student of NICC. Membership in this organization shall not be denied to any student on the basis of race, color, national origin, sex, age religion, sexual orientation and handicap.

Section 2. If the organization requires fees and dues, state what they are and the date(s) when payable (whether annually, semiannually, etc.)

Section 3. State, if required, attendance at a certain proportion of the meetings, a specified minimum participation in sponsored activities, or cumulative G.P.A. as a requirement for continued membership. State what will occur if members do not fulfill the requirements listed.

**ARTICLE IV: Officers**

Section 1: The officers of this organization shall be….typical officers are president, vice-president, treasurer and secretary. Explain the duties of these officers.

Section 2: Explain how the officers shall be nominated and when elections will take place.

Section 3: State how the officers will be elected will be elected and when the term shall begin and end.

Section 4: State the procedures for an officer being removed from their position for failing to perform adequately the duties of their office.

Section 5: If a vacancy in an office should occur (explain the method of filling any vacancy and when it will occur).

**ARTICLE V: Meetings**

Section 1: Regular meetings will be held on what day and week(s) of the month from September to May inclusive unless otherwise ordered by the organization.

Section 2: The regular meeting in December and April shall be known as the semi-annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, completing the required semester summary form required to be a student club, and for any other business that may arise.

Section 3: Special meetings may be called by……and the number of days notice required.

Section 4: The quorum for all meetings shall consist of………

**ARTICLE IX: Amendment of Bylaws**

The Bylaws may be amended at any regular meeting of the organization by (state voting policy), provided that the amendment has been submitted in writing at the previous regular meeting.