



Oxnard College Student Activities Office



CLUB CONSTITUTION FORMAT

- ARTICLE I States the name of the organization
- ARTICLE II States the purposes of the organization
- ARTICLE III States the structure, power, and autonomy of the organization
- ARTICLE IV States the qualifications of members. It may limit the number of members or contain other provisions relating to members.
- ARTICLE V Contains a list of the officers of the organization and states their duties and the length of their term of office.
- ARTICLE VI Provides for a board of directors or governing board or an executive committee for the method of selecting it. If no board is desired, this article is omitted.
- ARTICLE VII States the time for regular meetings and provides a method by which special meetings may be called.
- ARTICLE VIII Contains a statement of the method of amending the constitution and of the vote required for amendments.

A preamble may precede the Constitution Articles. It usually contains the reasons for the formation of the organization.

A STUDY OF BY-LAWS

When an organization dispenses with a constitution, all of the subjects which would otherwise be covered in a constitution are included in the by-laws. It is possible to group all important rules dealing with one subject under a single heading. In addition to the usual constitutional provisions, by-laws ordinarily include the following:

1. Kinds of membership
2. Detailed requirements for membership
3. Method of admitting members
4. Dues
5. Powers and duties of officers
6. Powers and duties of committees
7. Election of officers and committees, including the vote required for election
8. Provisions for calling and conducting meetings
9. Parliamentary authority
10. Number constituting a quorum
11. Vote required for important decisions
12. Procedure for amending by-laws