
Constitution Template

- Answer any questions listed in this document. Please answer everything in complete sentences.
- All blanks are to be filled in by you.
- Anything found in traditional font and styling is to be left as is.
- Anything found in italics is a note or suggestion for you when writing your Constitution.
- After filling in blanks and making adjustments correct the font to be the same throughout the document, delete suggestions, and erase all above including this and email it to mfullen@austincc.edu

Article I. Name

The name of the Association shall be _____
(Name of Club/Organization)

(whenever you refer to your Club or Group in the rest of the document, use the full name as detailed here).

Article II. Purpose

The Club shall operate for the purpose of *(list your aims/objectives/goals)*

A.

B.

C.

D.

Article III. Membership

A. Who is eligible to become a member? *(Membership is open to all ACC students who meet the academic criteria, Membership and leadership positions may not be denied on the basis of race, religion, gender, age, sexual orientation, nationality, marital status, or physical ability, Academic or vocational groups may restrict membership only on the basis of a student's GPA and/or program enrollment)*

B. How do you become a member? *(traditionally by attending an initial meeting and completing all other requirements of membership)*

C. What are the duties, obligations, and requirements of membership? *(This can be club specific, but should include: good attendance at club meetings, participation in club events, an understanding of the purpose and regulations of the Club, dues if applicable.)*

D. How are members removed from The Club? *(traditionally by a majority vote of the club or by choice in which all responsibilities, rights and benefits of membership are terminated)*

Article III. Membership (cont.)

E. Benefits of membership? (*this is where you will want to put things that will entice individuals to join your club/organization, traditionally the power to vote on all club matters is detailed here*)

Article IV. Officers

A. The following positions will be the officers for the _____:
(Name of Club/Organization)

(*Minimum of three: (1) Chair/President/Capitan, (2) Treasurer, (3) Secretary. More officers may be added, dependent on a club's need or desire. Change or add duties as needed*)

a. President

i. The President will chair all meetings of the _____
(Name of Club/Organization)

ii. He or she will prepare an agenda for every meeting.

iii. Will ensure the club is acting in accordance with all Student Life and college policies, guidelines and by laws.

b. Treasurer

i. Shall be responsible for creating the _____'s
(Name of Club/Organization)

budget, requesting all appropriate requisitions and all other actions pertaining to the finances of the club.

ii. The Treasurer shall update the club at every meeting as to action taken with respect to _____'s budget.

(Name of Club/Organization)

c. Secretary

i. Will record and distribute minutes to all appropriate club members.

ii. Will lead club communication via phone and or email.

B. How do you become an officer? (*Preferably by a vote of the club, Student Life GPA requirement of 2.0*)

C. How are officers removed? (*preferably by a majority vote of the club*)

D. What qualifications do you have to meet to become an officer? (*preferably a member in good standing who meets all the necessary guidelines as set forth by the college and Student Life for participation and other criteria can be club/organization specific*)

Article V. Advisor

A. How is the advisor selected? (*see Advisor section further in handbook*)

B. Duties of the advisor? (*preferably a minimum role, as these are student run clubs/organizations*)

