

Blinn College

(Organization Name)

Constitution

This is only a template to help provide guidance in the development of your organization/club constitution

Article I: *Name*

The formal name of this organization is _____.

Article II: *Purpose*

The purpose of (Organization Name) shall be to foster _____ through the coordination of _____ (i.e. awareness campaigns, events, service, etc.). (Organization Name) will work toward its goals by _____.

Article III: *Membership Constitution*

Any person may attend (Organization Name) meetings. To be a member of (Organization Name) one must be a student, faculty, or staff member and pay membership dues.

Article IV: *Nondiscrimination Clause*

Blinn College prohibits discrimination based on race, color, religion, national origin, sex, age, disability, or veteran status.

Article V: *Organization Officers*

Duties

o *President*

- Attends and presides over all meetings
- Encourages teamwork
- Delegates responsibilities and appoints committees to tasks and activities
- Recruits and markets the program to potential members
- Serve as the spokesperson for the organization thus develops presentation skills
- Networks and builds good relationships with other student clubs, Blinn College, and local community
- Leads group in creating, promoting, and implementing events
 - *Transferable Skills: Managerial, Public Relations, and Project Management*

o *Vice President*

- Oversees special and standing committees
- Networks and builds good relationships with other student clubs, Blinn College, and local community
- VP assumes the duties of the president in his/her absence
- Other duties as assigned
 - *Transferable Skills: Managerial, Public Relations, and Project Management*

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o *Secretary*

- Takes attendance at each meeting and event
- Creates an agenda prior to each meeting
- Takes notes, "minutes," during the meeting
- After the meeting, makes the minutes available to all members for review (SLA recommends the secretary emails minutes to the club members)
- Keeps members' contact information
- Coordinates correspondence to keep all members informed (phone calls, e-mail, texts, etc.)
- Records club's achievements
- Keeps copies of all important club information on file
 - *Submits Student Activity Report Form to SLA Office after every meeting and event*
 - *Transferable Skills: Administrative, Record Keeping, & Public Relations*

o *Treasurer*

- Keeps track of financial records
- Coordinate collection of dues
- Maintains budget for club purchases
- Leads fundraising indicatives
 - *Transferable Skills: Finance Management, Record Keeping, & Fundraising Coordinator*

Officer Election Process: Organization Officers will be selected by a nomination and election process. Officers will be elected before _____ and will serve a term of _____. The time between elections and new term shall serve as a transition period for new officers.

Article VI: *Organization Decision Making Model*

As a general rule, (Organization Name) shall use (majority vote, consensus, officer vote, etc.) to make its decisions.

Article VII: *Meetings*

Frequency: Meetings will be held on _____ each week.

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Structure: The meeting will begin by being called to order by the President. Minutes will be taken by the Secretary and distributed to the organization's officers the following week. The meeting will be ended by the President.

Article VIII: *Organization Advisor*

Any full time staff or faculty member from the Blinn College campus is eligible to be an advisor. The Faculty/Staff Advisor will be chosen by the officers and their term will last indefinitely, with annual reappointment.

The Advisor's duties shall include: *Please see Advisor Agreement*

1. Meeting with the organization executive officers on a regular basis.
2. Attending organization meetings and activities.

The Advisor shall not have voting rights. **Feel free to add or remove as needed. **

Article IX: *Organization Funds*

Means of acquiring funds will be through the implementation of approved fundraising events throughout the year.

Article X: *Amending the Constitution*

This constitution may be amended by a two-thirds vote of all present voting members. A proposed amendment to the constitution must be submitted for voting by an officer to all officers at least one week prior to the meeting. Upon receiving the two-thirds vote in favor of the constitutional amendment, the organization advisor will be informed of the change. A revised copy of the constitution shall be distributed to the active membership and the Coordinator of Student Activities. **Revise and change as needed. *

Article XI: *Enabling Clause*

This constitution shall go into effect on (Date) upon approval of two-thirds vote in favor by all present voting members. This constitution shall replace and render null all previous constitutions, procedures, practices, and precedents for this organization.