

Student Club Constitution and Bylaws Template

Instructions: Fill in the blanks below to create your student organization's official constitution and bylaws. Once completed, this document can be printed for submission to your campus administration.

Constitution of

Article I: Name

The official name of this organization shall be , hereinafter referred to as the Club. This Club is affiliated with .

Article II: Purpose

The purpose and mission of this Club shall be to:

1.

2.

3.

Article III: Membership

Section 1: Membership is open to any currently enrolled student at who is interested in the club's purpose.

Section 2: The Club shall not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, or disability.

Section 3: Active membership is defined as attending at least of all general meetings and participating in events.

Article IV: Officers and Duties

The Executive Board of the Club shall consist of the following officers:

- **President:** Responsible for presiding over meetings, coordinating club activities, and acting as the primary liaison to the school administration.
- **Vice President:** Responsible for assisting the President and presiding over meetings in the President's absence.
- **Secretary:** Responsible for keeping meeting minutes, maintaining membership records, and handling official correspondence.
- **Treasurer:** Responsible for managing club funds, budget requests, and tracking financial transactions.

Article V: Advisor

The advisor for this Club must be a full-time faculty or staff member of the institution. The Advisor for this academic year shall be , who holds the position of at the school.

Article VI: Meetings

Section 1: General meetings of the Club shall be held on at .

Section 2: Special meetings may be called by the President or by a petition of of active members.

Article VII: Elections

Section 1: Officers shall be elected once per academic year during the .

Section 2: A candidate must receive a vote from active members present to win the election.

Article VIII: Amendments

Section 1: This constitution may be amended by a vote of the active membership.

Section 2: Written notice of proposed amendments must be given to members at least prior to the meeting at which the vote is taken.

Bylaws

Section I: Dues

Membership dues shall be per .

Section II: Committees

The Club may establish standing or ad-hoc committees as needed. The first standing committee shall be the .

Adoption and Signatures

By signing below, we agree to uphold this constitution and bylaws of the Club.

President Signature: Date:

Advisor Signature: Date: