

**SAMPLE COPY OF
ITEMS TO BE INCLUDED IN CLUB CONSTITUTIONS
AT GUILFORD TECHNICAL COMMUNITY COLLEGE**

Because the club constitution should be completed and supply enough information to meet the needs of the club, the Student Government Association requests that clubs wishing to obtain a charter use the following form when writing their constitution:

**RECOMMENDED FORM FOR ORGANIZATION CONSTITUTIONS
CONSTITUTION OF THE _____ ORGANIZATION**

ARTICLE I

Name of the Organization

Section 1: The name of this organization shall be_____.

ARTICLE II

Purpose of the Organization

Section 1: (A general statement of the purposes and the scope of the organization.)

ARTICLE III

Qualifications for Membership

Section 1: (A general statement of eligibility for membership.)
(Open membership statement must be included under this section.)

ARTICLE IV

Officers of the Organization

(You do not need to include the specific people that will be holding these positions)

Section 1: The elected officer of this organization shall be____.

(List all elected officers)

Section 2: Term of office shall be_____.

Section 3: It shall be the duty of the President_____etc.

Section 4: It shall be the duty of the Vice-President_____etc.

Section 5: (Add more sections to take care of the duties of all the officers.)

ARTICLE V

Executive Committee

Section 1: The Executive Committee shall consist of the elected officers and the faculty advisor.

(Chairman of standing committees may be added.)

Section 2: A _____ (state what majority--two-thirds, three-fourths, or simple majority) vote of the Executive Committee, with the approval of the advisor, shall be necessary to pass any business which is referred to the Executive Committee.

ARTICLE VI

Meetings

Section 1: (Frequency of meetings.)

Section 2: (Procedure for calling special meetings.)

ARTICLE VII

Quorum

Section 1: (State specifically that minimum number of the members which must be present at a meeting in order to transact business legally.)

ARTICLE VIII

Amendments

Section 1: Amendments must be presented to the Executive Committee for approval before they may be submitted to the organization for vote.

Section 2: Provision for Notice (It is suggested that notice be given to the membership regarding a proposed amendment to the Constitution one meeting prior to the actual vote.)

Section 3: This Constitution may be amended by a _____ (state what majority) vote of the membership at the first meeting of the organization at which quorum is present following the approval of the amendment by the Executive Committee.

Other items to consider including: removing officers from their position, advisor role in decision making as well as length of term as an advisor