

## **Club Constitution: Example and Instructions**

Writing your club's constitution is a great way to refine and lay out the nature of your club and its activities. This document is meant to assist you in developing that consolidated document. As always, ASCMC and DOS are more than happy to answer any questions or assist at any point in the process.

For each section of the constitution, a brief description of contents and an example (in blue box) are provided. By no means is this the only way to create a constitution - use whatever format is best to communicate your mission, goals, and activities and structure.

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### **Name**

This section includes simply the name of your organization.

#### **Article I. Name**

The name of this organization shall be Common Sense Action (CSA).

### **Purpose and Functions**

This section is one of the most important, as it details the mission and activities of your club.

#### **Article II. Mission**

Common Sense Action is a grassroots organization that expands opportunity for Millennials by bringing our generation to the policymaking table and building a movement of Millennial voters committed to advancing generational fairness, investing in Millennial mobility, and repairing politics.

### **Membership**

This section discusses the target audience of your club and any steps a student must take to obtain membership. Note that to be recognized as a CMC-only club, a roster may not contain more than 20% non-CMC students. If your club requires an invitation, audition, or application, include those requirements here.

#### **Article III. Membership**

We are looking for students who are interested in working with public policy and who share our values of generational equality and bipartisanship. At our core we are a group dedicated to making a positive impact on the community around us, and similarly committed students who are willing to work towards our common goal will always be accepted.

Our organization maintains an Open Membership policy such that all interested students of the Claremont Colleges are able to join.

### **Non-Discrimination Clause**

In order to be chartered, your constitution must include a statement saying that your club will not discriminate.

#### **Article IV. Non-Discrimination Clause**

Common Sense Action (CSA) will not discriminate on the basis of race, religion, colour, national or ethnic origin, sex, gender identity and expression, sexual orientation, class, marital status, or disability.

### **Officers/leadership**

This section discusses different leadership positions and their responsibilities. It also includes information about terms and elections.

#### **Article V. Officers**

President

- a. Responsible for preparing and running meetings
- b. Serves as liaison to CSA main chapter

VP of Policy

- a. Responsible for researching and preparing policy materials

VP of Finance

- a. Responsible for overseeing club finances

VP of Communications

- a. Responsible for CSA press releases

Each officer holds his or her position for the time period of one year beginning after Spring Break, with elections held amongst club members occurring at the end of each cycle.

### **Meetings**

This section includes information about meeting frequency, content, and determination.

#### **Article VI. Meetings**

Meetings to discuss current club initiatives will occur every two weeks on a day and time decided by executive board.

### **Amendments**

This section contains instructions regarding how to amend the constitution. Exact requirements are at your discretion.

**Article VII. Amendments**

Amendments may be proposed at the end of each meeting, with voting on the proposal occurring during the next meeting. All registered members may vote, and in order for an amendment to be implemented, 3/5 of all executive officers AND 50% of all other members present must affirm it.

**Ratification**

This section contains instructions for ratification. Exact requirements are at your discretion.

**Article VIII. Ratification**

In order for this constitution to be ratified, 3/5 of all executive officers must vote to do so.