

Associated Students of Crafton Hills College Sample Constitution (08/03/07)

I. Name

In the **Name** section, you should indicate the name by which you want your organization to be known. The Name section is traditionally the first section of any Constitution.

Example: The name of the organization shall be the Environmental Club. It shall also be known as the E.C. and will be referred to as such throughout this constitution.

II. Statement of Purpose

Each constitution should have a **Statement of Purpose**. This statement should be brief and clear. It should outline what your organization stands for and what needs it will meet for members and the College.

Example: The E.C. is formed with the sole purpose of keeping the campus clean. It is designed with the idea that both the College and its students will be more successful if they use resources to protect their physical environment.

III. Membership

The **Membership** section of your constitution should identify who is eligible to join your organization. If your organization has different levels of membership (i.e. junior members, regular members, alumni members), it should also be made clear who is eligible for those different levels of membership.

Example: Membership is open to all students, Faculty, Staff, and Administrators of Crafton Hills College.

IV. Membership Requirements

In the **Membership Requirements** section, you should outline what is expected of members (at all levels, if applicable). In this section, include expectations such as meeting attendance, mandatory participation in activities, committee service, etc.

Example: Members are required to pick up any piece of stray garbage they see when walking around campus and place it in the nearest trash receptacle. Members are not expected to carry things that are too large or unpleasant. However, they are expected to contact the Maintenance Department of the issue.

V. Dues

The **Dues** section is important to include if your organization collects dues. Be sure to include the amount and the time period for which dues are paid. If your organization does not have dues, you do not need to include this section.

Example: Dues will be collected from each member during the first week of each semester at the rate of \$7.00 (USD) per semester.

VI. Officer Duties

In the **Officer Duties** section, you should identify the titles and responsibilities of your organization's leadership team. If your organization has no officers, it is required by the Department of Student Life that there be a contact person to serve as the chief representative for your organization. If this is the case, please use this section to outline the responsibilities of this person.

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VI. Officer Duties (continued)

Example: The President shall oversee all E.C. activities and serve as the organization's chief lobbyist when requesting funds, presenting E.C. proposals, or attending meetings concerning E.C. interests.

The Vice-President shall oversee all advertising and promotion for all E.C. activities and interests. The Vice-President must also chair the Campus Clean-Up Day Committee.

The Treasurer shall collect all debts and pay all outstanding bills on behalf of the E.C. The Treasurer shall also be the E.C. chief contact for the ASCHC Treasurer.

VII. Committee Duties

The **Committee Duties** section should only be included if you would like to have standing committees that exist from year to year. This will provide continuity for your organization and its activities. It is not necessary to add each ad hoc committee to your constitution if these ad hoc committees will only exist temporarily.

Example: The Campus Clean Up Day Committee shall plan and coordinate a campus wide clean up effort on the Saturday closest to the first day of Spring semester each year.

VIII. Meetings

The **Meetings** section should identify the difference between regular meetings and special meetings. It should also describe how each of these meetings is arranged. Special meetings are not always necessary. The Regular Meeting section is more important in that it will help to assure that the time and place of your meetings are clear to all members.

Example: Regular meetings shall take place at 9:00 p.m. on the second Wednesday of every month. At the close of each meeting, a location for the next meeting will be decided upon. Special meetings may be called by the President. All members must be notified of the special meeting's date, location, and time with at least 48 hours notice (when possible).

VIV. Amendments

The **Amendments** section should outline the means by which your constitution can be altered.

Example: Amendments to this constitution shall be made by no less than 2/3 vote of the full membership.

Your constitution may need to address issues or procedures not found in this sample. Please design a constitution that will best serve your organization's needs. BE SURE YOUR CONSTITUTION IS THOROUGH, CONCISE, AND CLEAR.

Questions? Please call the Department of Student Life (909) 389-3410.