



Club/Organization Constitution

Constitution of _____ Club or Organization

Article I. Name

The name of this club or organization shall be _____.

Article II. Purpose

State specifically the purpose of your club or organization, for example: “to promote...”, “to encourage...”, etc.

Article III. Membership

Membership in this club or organization is open to any student at Lake Michigan College.

Article IV. Meetings

State how often meetings are to be held, who specifically can call a meeting and any other pertinent information.

Article V. Activities

If your club/organization plans to have activities, projects, etc., specifically state the nature of them and any other pertinent information.

Article VI. Advisor(s)

Every club/organization must have at least one Lake Michigan College employee whose signature must appear on forms related to the club/organization.

Article VII. Officers

State here specific officers you intend to incorporate into your club/organization and the specific duties and responsibilities for each. Here also should be mentioned the processes by which an officer can be removed from office. Also include the process by which the offices will be filled in the case of a vacancy.

Article VIII. Elections

Here should be mentioned when elections will be held, qualifications for nomination (if any), length of term, when the elected person take office, election procedures, and any other pertinent information.

Article IX. Amendments

Provisions must be made for amendments. Amendments are required to be approved by a 2/3 vote by the general membership of your club/organization.