

Creative Writing Club Constitution

This year, ICC will be mandating constitutions for all clubs. The following guide will take you through how to create a constitution. This whole process shouldn't take longer than thirty minutes and hopefully will help your club in the long-term!

* Words in bold are where you should place your own club information.

Article I. Name of Club

Section 1.01 - **Creative Writing Club**

Article II. Purpose of Club

Section 2.01 - **The purpose of the Creative Writing Club is to encourage students to do more creative writing by participating in club meetings.**

Article III. Membership

Section 3.01 - **Any Foothill student in the creative writing club discord.**

Article IV. Qualification and Election of Officers

Section 4.01 - **To run for office, a person must have ideas for the club and must seem determined and willing to lead each meeting. They must have time to organize meetings and must be able to attend every meeting unless the meeting is canceled.**

Section 4.02 - **President, Vice President**

Section 4.03 - **Each member that wants a position proposes themselves and the position they want and then a poll is presented where other members get to choose who they want as president or vice president.**

Article V. Duties of Officers

Section 5.01- President

Organize each club meeting

Contacting speakers

Create flyers for club

Put club announcements in discord

Lead each meeting

Section 5.02 - Vice President

Help out President on any tasks listed above

Article VI. Impeachment and Replacement of Officers

Section 6.01 - **If members want to impeach an officer, they come to a meeting and propose someone to replace the officer.**

Votes will be then held as polls in club discord chat.

Both running officers may say something about themselves in the chat and why they should be voted on as officers.

Whichever has the most votes will become a new officer.

Article VII. Faculty/Staff Advisor

Section 7.01 - **Advisor attends meetings and can lead some meetings such as creative writing workshops.**

Article VIII. Dues

Section 8.01- **No membership dues.**

Article IX. Meetings

Section 9.01- **Document will be read out loud and if majority votes yes in the chat, constitution is approved.**