Constitution Guideline

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 - **Club Name**

Article II. Purpose of Club
   Section 2.01 - **One sentence description of club purpose.**

Article III. Membership
   Section 3.01 - **Who qualifies as a club member? (Foothill student, attended at least one meeting...)**

Article IV. Qualification and Election of Officers
   Section 4.01 - **Requirements to run for officer positions (2.5+ GPA)**
   Section 4.02 - **List of officer positions (President, Vice President, etc.)**
   Section 4.03 - **Election process**

Article V. Duties of Officers
   Section 5.01 - President
       **List responsibilities of President**
   Section 5.02 - Vice President
       **List responsibilities of Vice President**
   **Continue same format for remaining positions**

Article VI. Impeachment and Replacement of Officers
   Section 6.01 - **Outline impeachment process**

Article VII. Faculty/Staff Advisor
   Section 7.01 - **Advisor function and participation in meetings**

Article VIII. Dues
   Section 8.01 - **Potential Membership Dues**

Article IX. Meetings
   Section 9.01 - **Conditions for legislation to be passed in meeting and who is responsible for different aspects of meetings**