

# 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**

