

Example Constitution

Article I. Name of Club

Section 1.01 The name of this club shall be United Nations Club

Article II. Purpose of Club

Section 2.01 The purpose of this organization shall be to introduce students to the functions of the United Nations, facilitate discussion of current events in the international sphere and participate in regional Model UN Conferences.

Article III. Membership

Section 3.01 Any Foothill College Student with a current Owl Card (Student ID) is eligible to be a member. A voting member must have officially joined the club and must have attended a single meeting.

Article IV. Qualification and Election of Officers

Section 4.01 Officers must have a minimum of a 2.5 cumulative Grade Point Average (GPA).

Section 4.02 Officers are President, Vice President, OBD Representative, Secretary, and Treasurer.

Section 4.03 Elections and votes are held in official meetings and must be democratic. Each voting member, including the officers, writes down the candidates' names on the whiteboard for attendees to see. The club advisor or a member that volunteered will count the votes and announce the winners. Voting is done by a show of hands.

Article V. Duties of the Officers

Section 5.01 President

- (a) Preside over all meetings.
- (b) Call special meetings.
- (c) Carry out the provisions of the constitution.
- (d) Appoint committees and chairs.
- (e) Oversee all committee activities.
- (f) Execute the policies and procedures determined by the group.

Section 5.02 OBD Representative

- (a) Attend and vote at all OBD meetings
- (b) Prepare and submit all paperwork to OBD
- (c) Report results of OBD meetings to the club as the public information officer for the other club.
- (d) Facilitate the maintenance of records of all OBD minutes, announcements and petitions.

Section 5.03 Vice President

- (a) Assume the duties of the president in case of an absence.
- (b) Perform duties delegated by the president.

Section 5.04 Secretary

- (a) Keep and distribute accurate minutes and agendas of all official meetings.
- (b) Act as a correspondence clerk.

Section 5.05 Treasurer

- (a) Handle funds and finances for club.
- (b) Work as the signatory on club account with the Office of Student Accounts

- (c) Keep financial records and collect dues.
- (d) Pay bills and release funds as voted by the general membership.
- (e) Make financial reports when called upon to do so.

Article VI. Impeachment and Replacement of Officers

Section 6.01 An officer may only be impeached by a two-thirds vote of the membership present and voting, following a one-week notice of intent.

Section 6.02 A new officer will be elected and the old officer will be replaced as stipulated in the constitution.

Article VII. Faculty/Staff Advisor

Section 7.01 An advisor shall be a faculty or staff member of the Foothill-De Anza Community College District and must be present at all official meetings in which elections or votes are held and be the signer on the club account.

Section 7.02 An official meeting is when 2/3 of the membership is present and the advisor is on campus overseeing the processes of the meeting.

Article VIII. Dues

Section 8.01 There are no dues besides those collected from the members. However, fees may be collected by students in order to participate in conferences or participate in club parties.

Article IX. Meetings

Section 9.01 Meeting times are called by the president or decided by the general membership. A quorum is needed to carry out any legislation and to hold elections or impeach officials.

Section 9.01a A quorum is a two-thirds majority of the members in good standing.