

CONSTITUTION OF

(Club name)

ARTICLE I NAME

The name of this organization shall be _____.

ARTICLE II PURPOSE

The purpose(s) of this organization shall be _____.

ARTICLE III MEMBERSHIP

Membership is restricted to all currently enrolled students of Western Dakota Tech.
The rights of voting and holding an office are reserved for club members only.

ARTICLE IV LEADERSHIP

The leadership of the club shall be made up of:

An Advisor, a President, a Vice-President, a Secretary, and a Treasurer

The term of each office shall be one year.

ARTICLE V AMENDMENTS

The constitution shall be ratified by a _____ vote of the members attending a meeting.
(EXAMPLE: Majority, 2/3, etc.)

BY-LAWS OF

(Club name)

**ARTICLE I
MEMBERSHIP**

The procedure for selection of membership is: _____

**ARTICLE II
LEADERSHIP**

The leadership of the club shall be led by:

Advisor: _____

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

**ARTICLE III
DUTIES OF LEADERSHIP**

Advisor:

President:

Vice-President:

Secretary:

Treasurer:

The term of each office shall be one year.

**ARTICLE IV
ELECTION/OFFICERS SELECTION**

To be eligible for office and officer must be in good academic standing (2.0 cumulative gpa or higher).

Nominations shall be made by _____ *(when/whom)*

Election for new officers shall be conducted _____
(how - by voice vote, written ballot, etc; when and where)

Votes will be counted by _____ *(whom)*

Elected officers must receive _____ of votes to be elected. *(i.e. majority, 2/3, etc.)*

Officers shall take office on: _____.

Vacancies in office shall be filled by: _____. *(i.e. appointment, election, etc.)*

ARTICLE V

The club shall have the following committees to do the following tasks:

**ARTICLE VI
RULES OF PROCEDURE**

The club shall be guided in its procedures by Robert's Rules of Order, latest edition, when no other rules have been specifically established in the By-laws or Constitution.

**ARTICLE VII
MEETINGS**

Regular meetings shall be held: _____ *(when)*

Special meetings may be called by officers.

A quorum of _____ (*i.e. 2/3, 1/2, 2, etc.*) of the members and officers shall be necessary to conduct business. (*Note: Quorum is the minimum number of voting members who must present at a meeting to make official binding decisions. Selects a number that allows you to do business regularly, but which prevents a small number of members or officers for controlling the club.*)

ARTICLE VIII AMENDMENTS

The By-laws shall be amended by a _____ vote of the members attending a meeting. (*i.e. majority, 2/3, etc*)