

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
OFFICERS**

The officers shall be-(name & title of officers):

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Duties of Officers:

The term of each office shall be one year.

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

Elected officers must receive _____ of votes to be elected. (example: majority, 2/3 etc.)

Officers shall take office _____ (when).

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

ARTICLE V MEETINGS

Regular meetings shall be held _____
(When)

Special meetings may be called by officers.

A quorum of _____ (example: 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 be present at a meeting to make official binding decisions. Select a number, which allows you to do business regularly, but which prevents a small number of members or officers from controlling the club.)

ARTICLE VI AMENDMENTS

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

BY-LAWS OF

(Club name)

ARTICLE I

MEMBERSHIP

Section 1: The procedure for selection of membership_____

ARTICLE II

DUTIES OF OFFICERS

The duties of the officers shall be:

ARTICLE III

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

ARTICLE IV

ELECTION/OFFICERS SELECTION

Nominations shall be made by_____ (when/by whom).

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

Votes will be counted by_____.

ARTICLE V

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 VI

AMENDMENTS

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