# Standards for Creating a Club Constitution

Here are a few things you should know before starting/ changing your constitution. Your constitution should be unique to your club and should reflect on the values that the club leaders hope to have passed through each generation of club leaders. Therefore, the constitution should be made up of 9 different and distinct articles.

## Article I: Organization Name

a. State the name of the club along with any variations or abbreviations used to identify the club within paperwork, billing statements, advertisements, etc.

## Article II: Purpose

a. Clearly state the purpose of the club. Examples include: participation in a specific non-competitive recreational league locally, building a community around a common interest or competing at a regional or national level. Also include the methods for which you intend to fulfill the club purpose.

b. State the mission statement in a properly labeled subsection.

## Article III: Affiliations

a. If the club is, or plans on becoming, associated with a larger governing body (United Square Dancers of America, National Collegiate Athletic Association, etc.) then include a brief description of the larger governing body and a website (url) if applicable.

b. If not currently associated with a larger governing body then include a brief statement explaining this.

## Article IV: Membership [this article has 5 necessary parts]

### Section 1: Credit Requirements

a. In order to become a member of a rec club students must be registered in at least one credit. Do you want other credit restrictions, such as a certain credit amount? Does your governing body require a certain credit amount?

### Section 2: Becoming a Member

a. How does a student go about becoming part of the club? Do they have to submit contact information to a club leader? Are there any specific forms or procedures they have to go through to become a member?

### Section 3: Status Maintenance

a. How do members maintain their status? Do they only have to maintain their status as a student or are there other specific requirements necessary to remain a member?

### Section 4: Voting Member Rights/Discrimination

a. Do all voting members have the same rights?

b. No club can discriminate for any reason. Therefore please include the statement: “No member shall be discriminated against for any reason, including but not limited to: race, national origin, religion, sex, gender identity, sexual orientation, age, marital status, citizenship, weight, disability, or veteran status.”

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c. If your governing body states there are limitations on participation based on one of the above listed things please clarify here.

Section 5: Non-PSU students
a. Non-PSU students CANNOT be members of a rec club. However, if they are alumni and go through the correct processes they may. Does your club want to allow alumni to participate?
b. If alumni are allowed to participate do they have voting privileges? Can they be removed at any point?

Section 6: Dues
a. How much are your dues? How often are they collected? When do dues have to be paid? Are they in increments throughout the year, if so, what are those increments?
b. What consequences are there for not paying dues?
c. What if someone joins late? What percentage of dues do they have to pay? Is there a set cost for practices in comparison to games? Explain all of that here.
d. Is there anyone that is exempt from paying dues?

Article V: Officers
Section 1: Basic Officer Rules
a. According to the Portland State Rec Clubs Office all officers registered as an undergraduate student must be registered for 6 credits, maintaining a 2.0 GPA each term they are in office. A graduate student must be registered for 5 credits with a 3.0 GPA each term that they are in Office.

Section 2: Officer Positions
a. President
   What are the president’s responsibilities?
b. Treasurer
   What are the treasurer’s responsibilities?
c. Third Officer
   What is the title of your third officer and what are their responsibilities?

Section 3: Nominations
a. How and when do nominations occur?

Section 4: Elections
a. Must include this line: “Elections for officers shall follow the guidelines listed within the Student Activities and Leadership Programs (SALP) Policy Manual and the guidelines put forth by the Rec Clubs Council.”
b. Do you have any other means by which you want elections run? Does the president lead them for example?

Section 5: Term of Office
a. How long are the terms of office? One year? Two years? When do they start? When do they end?

Section 6: Vacancies in Office
a. How does your club fill vacancies in office? How long do they serve for?

Article VI: Recall and Impeachment of Officers

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b. How does an officer get removed from office? Consider: What is the manner by which they may be impeached? How long of a prior notice are they given (if any)? What is the vote required?

c. Can impeached officers maintain their status as a member of the club?

**Article VII: Meetings and Voting**

Section 1: Club Meetings

a. Does your club have regular meetings to discuss club issues? If so, when and where do they occur?

b. Who calls the meetings and how? Does someone send out an email telling everyone when and where the meeting will take place?

Section 2: Special meetings

a. How are special meetings called? Do the club officers have regular meetings? How are those decided?

Section 3: Agenda

a. When and where shall agendas for meetings be posted?

Section 4: Quorum

a. Is a quorum required to hold meetings? If so how many people does the quorum consist of?

Section 5: Voting

a. Does each member have one vote?

b. Can members vote by proxy? If so what are the criteria for proxy votes?

**Article VIII: Powers**

Section 1: Voting Eligibility

a. How is voting eligibility decided?

Section 2: Non-Profit Status

b. Must include this line: “The organization shall operate as a non-profit association as part of PSU and no profits may accrue to any individual within the organization.”

Section 3: Majority Vote

a. Is the vote always by majority?

b. Unless otherwise stated in this constitution, decisions of this organization shall be made by a simple majority vote of the members present (with those abstaining from the vote not figuring into the determination of the majority required).

**Article IX: Amendments**

Section 1: Who can suggest amendments to the constitution and when may they occur?

Section 2: When will a meeting be held to vote on the proposed amendments? How many votes are needed for the amendment to be adopted and take an immediate effect?

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**Ratification**

This constitution was accepted on the ___ day of _____ (month), 20__ by the members listed below: (List at least 5 members with their position within the club along with signatures)

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