

## **Developing Your Club's Constitution!**

### **Why is a Constitution important?**

Your club constitution is the foundation of your club. The process of writing a constitution will clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will allow members and potential members to have a better understanding of what the club/organization is all about and how it functions. It will provide a structure to aid future leaders of your club/organization to ensure that the group continues on a sound course. If you keep in mind the value of having a written document that clearly describes the framework of your club or organization, the drafting of the constitution will be a much easier and a more rewarding experience.

### **Do I have to use this template?**

This template is optional. It was created to give your club an example of a proper and expected constitution. If you would like to create your own constitution based off your own template or other experiences, please keep in mind your constitution still needs to be approved by the Supreme Council and the Executive Vice President of Associated Students of Pasadena City College. However, this template does provide flexibility that highly encourages you to add the purpose, rights and rules of your club!

### **How do I use this template?**

This template is color coded. Everything in the color red is to be replaced or removed; your final constitution should have no red marks on it. If there are articles or sections that are titled "optional" and your club decides not to use it, remove the article or section entirely and number the rest of the Constitution accordingly. Keep in mind that your club may change the black wording, but there are a few rules that are required for a club that has been implemented in this template.

Also, your club has the freedom to create articles or sections that your club feels necessary to have! Keep in mind that PCC highly encourages a democratic club with democratic rules.

### **What do I have to do before submitting the constitution for approval?**

It is highly recommended that you go over the completed constitution to ensure everything is in its order and all articles and sections in the constitution is in full detail and clearly specified.

It is required to have a sheet that has the signature of all the board officers of the club to approve the club's constitution.

**If you have any other questions regarding anything about your club's constitution or the template itself, please feel free to contact the Chief Justice!**

**Email: [aspcc.gtahmizian@gmail.com](mailto:aspcc.gtahmizian@gmail.com)**



# Associated Students of Pasadena City College Constitution of Collegiate Association for the Research of the Principle

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## Preamble

We Collegiate Association for the Research of the Principle, as students of Pasadena City College, do hereby adopt this Constitution and assume the powers and responsibilities of self-government delegated to us by the Executive Board of the Associated Students, the President of the Pasadena City College, and the Board of Trustees of the Pasadena Area Community College District.

### **ARTICLE I:**

#### *Structure*

##### **Section 1:**

###### *Name of Membership*

Clause 1: The name of this club shall be Collegiate Association for the Research of the Principle. This club is to be registered by the Associated Students of Pasadena City College.

##### **Section 2:**

###### *Governing Law*

Clause 1: Collegiate Association for the Research of the Principle shall be governed in accordance with the following: this Collegiate Association for the Research of the Principle Constitution, all duly adopted Collegiate Association for the Research of the Principle Bylaws, PCC Policies and Procedures, applicable laws including but not limited to the California Education Code, Associated Students of Pasadena City College Governing Law, Robert's Rules of Order Newly Revised, and any duly adopted bylaws, policies and procedures, and ethics codes.

Clause 2: This Constitution shall have supremacy over all other Collegiate Association for the Research of the Principle Governing Documents, meaning that if there is a conflict between the Constitution and any other Collegiate Association for the Research of the Principle Governing Documents, the Constitution prevails.

##### **Section 3:**

###### *Purpose*

Clause 1: The purpose of Collegiate Association for the Research of the Principle shall be to inspire and empower students to be global citizens by engaging them in the study and application of Unification Principles.

##### **Section 4:**

###### *Advisors*

Clause 1: An advisor shall be full time and in attendance at all meetings of the

Collegiate Association for the Research of the Principle and all other committees of Collegiate Association for the Research of the Principle, in order for official business to conduct.

Clause 2: The advisory of Collegiate Association for the Research of the Principle shall be elected by the majority of the Board Members. Advisors may be removed from office by majority vote of the Board Members.

Clause 3: In the instance of removal of an advisor, the position shall be replaced within 10 days by simple majority decision of a new advisor by the Board Members.

Clause 4: The advisors shall act in accordance with in the spirit and intent of the Collegiate Association for the Research of the Principle Constitution, Collegiate Association for the Research of the Principle Bylaws, PCC District policies and procedures, the Ralph's M. Brown Act, the California Education Bylaws and all other applicable laws and regulations.

## **ARTICLE II:**

### *Membership & Dues*

#### **Section 1:**

##### *Eligibility*

Clause 1: Membership shall be open to all currently enrolled PCC students.

Clause 2: All members reserve the right to have their membership confidential. It is the duty of each member to communicate this preference to the indicated club officer(s).

#### **Section 2:**

##### *Dues*

Clause 1: If the club requires dues for specific purposes that do that significantly conflict with Section A., membership may be defined as students who have paid said dues.

Dues shall be \$10 per semester.

Clause 2: The membership fee shall be collected by the treasurer of the club, who shall then store them in the on campus-account (T and A account).

Clause 3: The membership fee shall be used to buy club attire, cleaning supplies for street clean-ups, and gifts for members.

#### **Section 3:**

##### *Termination*

Clause 1: Membership may be revoked if members are disruptive or demonstrate harmful behavior. Termination will be determined by the majority vote of the Board Members.

**ARTICLE III:**

*Officers*

**Section 1:**

*Officers*

Clause 1: The officers shall be a President, Vice-President, Secretary, Treasurer, ICC Rep., ICC Alternative, Event Coordinators, and Liaisons.

**Section 2:**

*Eligibility*

Clause 1: Officers must be members of the club for at least a semester.

Clause 2: Officers must have attended most club meetings and events.

**Section 3:**

*Election*

Clause 1: Elections will occur once a year in the spring semester. Candidates should be nominated a week prior to the election.

Clause 2: Officers will be elected by plurality.

Clause 3: If an officer needs to be replaced for any reason, nomination and election will be discussed within a week.

Clause 4: In the case of a tie the candidates with the same number of votes shall run in a special election to be held at the next regular club meeting.

Clause 5: Advisors shall remain in office until their resignation or removal.

**Section 4:**

*Term*

Clause 1: Officer term begins when the Fall semester starts and ends when Spring semester ends.

Clause 2: Officers can run consecutively, but they cannot serve the same position for more than one year.

Clause 3: Election for officers will be held at the end of each term.

**ARTICLE IV:**

*Duties of Officers*

**Section 1:**

*President*

Clause 1: It shall be the duty of the President to:

A. Preside at meetings

- B. Vote only in case of a tie
- C. Represent the club
- D. Appoint committee chairpersons subject to the approval of the Executive Committee
- E. Perform such other duties as ordinarily pertain to this office
- F. Give guidance and directions to the Board Members.

## **Section 2:**

### *Vice-President*

Clause 1: It shall be the duty of the Vice-President to:

- A. Preside in the absence of the President
- B. Check behind all events and meetings in progress for quality control.

## **Section 3:**

### *Inter-Club Council Representative*

Clause 1: It shall be the duty of the ICC Representative to:

- A. Attend all ICC meetings, and disseminate information back to the club.
- B. Abide by the ICC bylaws for attendance.

## **Section 4:**

### *Secretary*

Clause 1: It shall be the duty of the Secretary to:

- A. Record the minutes of all meetings
- B. Keep a file of the club's records
- C. Maintain a current roster of membership
- D. Issue notices of meetings and conduct the general correspondence of the club

## **Section 5:**

### *Treasurer*

Clause 1: It shall be the duty of the Treasurer to:

- A. Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- B. Keep an itemized account of all receipts and expenditures and make reports as directed
- C. Have the President and Vice President check bookkeeping report on a

monthly basis.

**Section 6:**

*Event Coordinator(s)*

Clause 1: It shall be the duty of the event coordinators to:

- A. Plan for events two months ahead and make a calendar .
- B. Have a proposal for the event and have it approved by the President and Vice President.
- C. Create a schedule for each event and present to the Board members.

**Section 7:**

*Liaisons*

Clause 1: It shall be the duty of the liaisons to:

- A. Branch out to other clubs and organizations in or out of campus to collaborate with them.
- B. Reach out to the members of the club.
- C. Produce surveys to increase efficiency of the club.

**ARTICLE V:**

*Vacancies*

**Section 1:**

*Succession and Appointment*

Clause 1: Any vacancies of a position on the Board of Officers, excluding the position of President, shall be filled by appointment through the current Board with a majority vote with the consent of the nominated club member.

Clause 2: The order of succession to the Presidency shall be as follows:

- A. Vice-President
- B. Inter-Club Council Representatives
- C. Secretary
- D. Treasurer
- E. Event Coordinator
- F. Liaison

Clause 3: In the case that the President needs to be replaced, it will be done with the majority votes of the Board members and club members.

Clause 4: When an officer takes the place of the President he /she is not required to resign their previous position.

## **ARTICLE VI:**

### *Impeachment and Removal of Officers*

#### **Section 1:**

##### *Impeachment Process*

Clause 1: The Due Process for Impeachment of a member of the Board of Officers shall be as follows:

A. Any member of Collegiate Association for the Research of the Principle may issue a request for impeachment of a club Officer on the grounds of neglect of duty or breach of Collegiate Association for the Research of the Principle governing law.

B. There must be a request for each Officer's removal sent to the Advisors, members, and Board of Officers at least 3 days before the meeting discussing impeachment.

C. The Officer(s) nominated for impeachment shall state their case to Collegiate Association for the Research of the Principle on the day of the vote for impeachment.

D. A member of Collegiate Association for the Research of the Principle Board of Officers may be removed from office by a 2/3 majority vote of the total club membership.

#### **Section 2:**

##### *Resignation*

Clause 1: Any member of the Board of Officers and / or Advisors of Collegiate Association for the Research of the Principle may resign their position at any time.

## ARTICLE VII:

### *Meetings*

#### **Section 1:**

##### *Ralph M. Brown Act Compliance*

Clause 1: All meetings and actions taken by Collegiate Association for the Research of the Principle shall be governed by the Brown Act, where applicable.

#### **Section 2:**

##### *Rules of Order*

Clause 1: All meetings and actions taken by Collegiate Association for the Research of the Principle shall be conducted in accordance with the current edition of Robert's Rules of Order, Newly Revised. The presiding officer may employ a relaxed approach to Robert's Rules whenever practical to do so, subject to the agreement of the membership.

#### **Section 3:**

##### *Regular Meetings*

Clause 1: A regular Collegiate Association for the Research of the Principle meetings shall always have one Advisor and one Officer present. All meetings must take place on campus during academic terms.

Clause 2: All Collegiate Association for the Research of the Principle meetings shall be open to all current students of Pasadena City College.

Clause 3: All Collegiate Association for the Research of the Principle meetings will be held once a week on campus.

#### **Section 4:**

##### *Special Meeting*

Clause 1: Special meetings may be called by the President or by 2/3 written consent of the club members, no less than twenty four (24) hours advance notice of the said meeting.

#### **Section 5:**

##### *Quorum*

Clause 1: A quorum shall consist of 50% + 1 member of the membership.

#### **Section 6:**

##### *Parliamentary Authority*

Clause 1: Robert's Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are inconsistent with these bylaws.

## ARTICLE VIII:

### *Advisor*

#### **Section 1:**

##### *Selection*

Clause 1: There shall be a full time faculty or certificated staff members to serve as the primary advisor for Collegiate Association for the Research of the Principle, and any part of full time classified staff can serve as co-advisors.

Clause 2: An advisor is chosen upon their agreement to the purpose of the club. They can be nominated by a club member or a Board member.

#### **Section 2:**

##### *Duties*

Clause 1: The responsibilities of the faculty advisor shall be to:

A. To attend all Collegiate Association for the Research of the Principle events, activities, and meetings.

B. Signature for purchases over \$500

C. Maintain an awareness of the activities and programs sponsored by the Collegiate Association for the Research of the Principle.

D. Meet on a regular basis with the leader of Collegiate Association for the Research of the Principle to discuss upcoming meetings, long range plans, goals, and problems.

E. Attend regular meetings, executive board meetings as often as schedule allows.

F. Assist in the orientation of new officers.

G. Explain and clarify campus policy and procedures that apply to Collegiate Association for the Research of the Principle.

H. Maintain contact with the Office of Student Life.

I. Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.

J. Assist Collegiate Association for the Research of the Principle treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.

K. Inform Collegiate Association for the Research of the Principle members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

**ARTICLE IX:***Amendments***Section 1:***Selection*

Clause 1: These Constitution may be amended by a two-thirds (2/3) majority vote of Collegiate Association for the Research of the Principle Board of Officers and soon after and two-thirds (2/3) majority of Collegiate Association for the Research of the Principle membership.

Clause 2: Amendments to this Constitution may be proposed by any Collegiate Association for the Research of the Principle member with 3 days notice to Collegiate Association for the Research of the Principle Officers, Advisor's, and members prior to any vote.

**Section 2:***Amendment Approval*

Clause 1: Any amendments require the approval of either the Supreme Council, chaired by the Chief Justice, or 2/3 approval of the Associated Students Executive Board.

**Section 3:***Notice*

Clause 3: All members shall receive advance notice of the proposed amendment at least 72 hours in advance of the meeting.