Associated Students of Orange Coast College  
  
Constitution and By-Laws of the [insert club name]

Article I - Name and Purpose  
  
Section 1. This organization shall be known as (insert organization name)  
  
Section 2. Its primary objective shall be (insert objective)  
  
Article II - Membership  
  
Section 1. Membership is open to any person who is enrolled in course work at Orange Coast College.   
  
Section 2. Member shall comply with the requirements of the constitution and by-laws of the (insert organization name) and with the regulations of Orange Coast College as outlined in the Student Club & Organization Handbook and Coast Community College District Board Policies/Administrative Procedures.   
  
Article III – Officer Positions  
  
Section 1. The officers of the club shall consist of the President, Vice President, Secretary, and Treasurer..  
  
Section 2. These officers shall be elected by a simple majority of the membership present at the election meeting each semester.

Section 3. All officers must meet the following criterion as outlined in Section P: Student Club & Organization Officers of the OCC Student Club & Organization Handbook:

* Be currently enrolled at OCC at the time of their election or appointment and for the duration of their term.
* Have paid and continue paying the OCC College Service Charge throughout their term in office.

Article IV - Duties of Officers  
  
Section 1. President shall:

A. Preside over and chair all club meetings.

B. Appoint members to positions and committees as needed.

C. Carry out provisions of the club’s constitution and by-laws.

Section 2. Vice President shall:

A. Preside over and chair all club meetings in the absence or inability of the President.

B. Serve as parliamentarian of the club.

C. Report to club any information derived from committees.   
  
Section 3. Secretary shall:  
  
 A. Keep accurate and current records of all club meetings and membership attendance.  
  
 B. Supply copies of minutes or written records of student club & organization meetings to the Student Life & Leadership Department upon request.  
  
Section 4. Treasurer shall:  
  
 A. Maintain accurate and up-to-date financial records.  
  
 B. Report regularly on club’s financial status.

C. Operate all club financial transactions, i.e. disbursements and receipts, in conjunction with financial codes of the Bursar’s Office.  
  
Section 5. Inter-Club Council (ICC) Representative shall:

A. Attend all weekly ICC meetings  
  
 B. Report to ICC all club activities and report to club any action taken by the ICC Board.  
  
 C. Exercise voting privilege in ICC as a representative of the club majority.   
  
Article V - Initiative, Referendum and Recall  
  
Section 1. The membership shall have the right to initiative, referendum and recall.   
  
Section 2. Initiative and referendum: A simple majority vote (choose one: of all members or members present) is necessary to approve proposed action.   
  
Section 3. Recall: A 2/3 vote (choose one: of all members or members present) is necessary to approve proposed action. By definition, only elected officers may be recalled.  
  
Article VI – Amendments to Constitution  
  
Section 1. A 2/3 majority of membership present at regular club meetings must approve any proposed amendments to the Constitution and/or by-laws.   
  
Section 2. All proposed amendments must be approved by 2/3 majority of the club.

By-Laws  
  
Section 1. Day & Time of Meeting (Set time of meeting, place of meeting, attendance rules, dues, special election rules and revisions may be established by a simple majority vote)

Section 2. Membership Attendance Rules

Section 3. Membership Dues (if applicable)

Section 4. Special Election Rules

Section 5. Removal of Officer or Member

Section 6. Bylaw Revisions

Constitution Adoption/Ratification Date: (insert date)

Revision Approvals

Submitted by: (insert name) Date: (insert date)