Welcome,

Thank you for taking this important step into creating a club at MiraCosta College. This document is intended to guide you as you develop your club constitution and to give you an understanding of what is expected from all club members. Getting involved as a student can be one of the biggest highlights of a student’s college experience. Involvement provides opportunities to meet many new people, explore old and new interests, gain valuable life skills, and most importantly, set the campus culture. The knowledge and skills that a student will develop through co-curricular involvement will have a profound impact on their collegiate experience and future career. Once again, thank you for your leadership and willingness to continue the strong MiraCosta club legacy, we are here to assist every step of the way.

* Student Life & Leadership

**ARTICLE I: NAME AND PURPOSE OF THE ORGANIZATION**

**Section I:** The name of this organization shall be: [Insert Club Name Here]

**Section II:** The purpose of this organization is to provide opportunities for association and interaction with the students, faculty, staff, administration, and community members at MiraCosta College.

**ARTICLE II: REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**

**Section I:** Any currently enrolled student at MiraCosta College may be a member of this organization.

**Section II:** Per BP 3410, membership in this organization shall not be denied to any student at MiraCosta College on the basis of age, ancestry, color, physical or mental disability, pregnancy, gender, gender identity, gender expression, marital status, medical condition, genetic information, national origin, parental status, race or ethnicity, religion, sexual orientation, military or veteran status, or because they are perceived to have one or more of the foregoing characteristics, or because of their association with a person or group with one or more of these actual or perceived characteristics.

**Section III:** Voting membership is limited to enrolled students, faculty and staff at MiraCosta.

**Section IV:** Any member may be addressed for conduct verified to be contrary to the Constitution of the organization. A majority vote of the [leadership or entire club] is needed to enact restrictions on member participation, as a result of the behavior proven contrary to the club/ organization Constitution (ex: lose voting rights or removal from a leadership position).

**ARTICLE III: Executive Leadership**

**Section I:** The elected Executive Leadership of the organization shall be the Chair, Vice Chair, Treasurer, Chronicler, ICC Representative, and other executives as necessary.

**Section II:** Authorities and Duties of Executives:

**Clause I:** The Chair shall preside at all meetings of the organization. They shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. They may have further authorities and duties as prescribed by the organization.

**Clause II:** The Vice Chair presides at the organization meetings in the absence of the Chair. They perform all legal duties assigned by the Chair. They notify all members of the organization meetings.

**Clause III:** The Scribe takes minutes at all meetings of the organization, files minutes and submits required copies to all organization members. They are responsible for keeping copies of relevant and appropriate correspondence on file.

**Section III**: Club leadership has the right to invite any Executive member of the organization who is not adhering to the club expectations to address the concerns. Club leadership will address the concern in a manner that aims to set the club member up for success and mitigate any future concerns. Should the behavior continue, the club leadership has the right to vote on whether or not to remove the Executive member from their leadership role. If the majority vote is to remove the Executive, the former Executive still has the right to participate as a regular member.

**Section III: Executive Qualifications**

**Clause I:** Must be a currently enrolled credit or non-credit student at MiraCosta.

**Clause II:** Must be a voting member of the organization for at least one semester.

**Section III:** A simple majority vote is required to recall any member from their current position.

**Section IV:** In the event an elected executive is unable to fulfill their term of office, there will be a “Special Election.” Any eligible member, including those already holding office, can be nominated for a vacated executive position.

**ARTICLE IV: MEETINGS**

**Section I:** Regular meetings are scheduled [Insert occurrence of meetings: bi-weekly, monthly, etc.] during the academic year. All meetings shall be posted/advertised via the appropriate channels for public awareness, such as Engage.

**Section II:** Special Meetings are called by any elected executive or by 5% of the voting members of the organization. All members must be given a minimum of 48 hours (working days) prior to the Special Meeting time.

**Section III:** Business such as meetings involving decisions or actions requiring a vote, approving expenses, or concerning membership, cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 50% plus 1 member of the voting membership.

**ARTICLE V: ELECTIONS**

**Section I:** Executives are elected once an academic year. Elections are held at the end of each academic year for the following year’s term.

**Section II:** At least one week’s notice will be provided for any meeting at which an election is held where the candidate with the most votes wins. Advisors will act as tiebreakers.

**Section III:** Any position left vacant will be assigned by the Executive Leadership by a majority vote.

**ARTICLE VI: ADVISORS**

**Section I:** A Club Advisor is an individual employed by MiraCosta College who will serve as advisor to this organization and accept the roles and responsibilities of being an advisor.

**Section II:** The Club Advisor(s) will serve a term of one academic year and is selected at the same time by the executives of the organization.

**Section III:** The Inter-Club Council Advisor is available as a secondary advisor as it relates to: the Inter-Club Council, club operations, club finances, recruitment, and areas that intersect with Student Life & Leadership.

**ARTICLE VII: METHOD TO AMEND THE CONSTITUTION**

**Section I:** Proposed constitutional amendments or changes will be presented to the organization at the meeting before this amendment is voted on.

**Section II:** Approval by 2/3 of the voting members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

**ARTICLE VIII: DISBURSAL OF CLUB ASSETS**

**Section I:** In the event the [Insert Club Name Here]should become defunct, all assets will be turned over to the MiraCosta College Inter-Club Council as dictated in the MCC ASG Bylaws.

**ARTICLE X: RULES OF ORDER**

**Section I:** The [Insert Club Name Here] accepts “Roberts Rules of Order” (newly revised) as its Rules of Order.

**Section II:** Any issue not directly written in this document will be resolved by referring to the Rules of Order.

**ARTICLE XI: APPROVAL**

**Section I:** This constitution was approved on [list date here]. (*This must be approved by the entire organization, not just the executive executives and not by one or two organization members*).