

Portland Community College: SE Center  
Sample Club Constitution Format  
(Club Name) Constitution

**Article I: Organization Name and Acronym (If any)**

**Article II: Purpose and mission statement**

(Organizations may have multiple purposes and one mission statement)

**Article III: Authority and Power**

(Student organizations are chartered by the ASPCC Executive Board which has been granted this authority by the District Board of Education.)

**Article IV: Membership**

(This section must include a sentence stating that the club does not discriminate on the grounds of race, color, sex, marital status, national origin, age, height/weight ratio or disability.)

**Article V: Dues**

(Omit if none)

**Article VI: Officers**

(Organizations need to have at least one contact person identifiable as an officer. Position responsibilities should also be outlined in this section or in associated bylaws.)

**Article VII: Executive Committees**

(Executive Committees, composed typically of major officers within the organization, are empowered frequently to make decisions for the organization. Omit this article if an Executive Committee is not desired.)

**Article VIII: Meetings**

(Explain when regular and/or special meetings may be held.)

**Article IX: Elections/Selections Process for Leadership**

**Article X: By-laws**

(Bylaws define the articles of a constitution. This section should describe the process required to establish new bylaws or to revise established ones.)

**Article XI: Rules of Order**

(Robert Rules of Order, revised)

**Article XII: Amendments**

(The process for changing the constitution.)

**Article XIII: Disbursement of Funds**

(If a club becomes inactive for two or more years, funds deposited in club accounts revert to the ASPCC, unless otherwise designated in this section.)

