

# ASWVC CLUB CONSTITUTION

## Article I - Club Name

**Section 1:** The name of this club shall be: \_\_\_\_\_

## Article II - Purpose

**Section 1:** The purpose of this club shall be: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Article III - Membership and Voting

**Section 1:** The membership of this organization shall consist of: *(select all that apply)*

- All currently enrolled students at Wenatchee Valley College *(per the ASWVC Club Handbook)*
- Invited community members
- Other: \_\_\_\_\_

**Section 2:** The voting members of this organization shall consist of: *(select all that apply)*

- Club officers
- All student club members
- Other: \_\_\_\_\_

**Section 3:** The following may hold non-voting associate memberships: *(select all that apply)*

- Administrators
- Faculty
- Staff
- Other: \_\_\_\_\_

**Section 4:** Other membership requirements include:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 5:** Voting shall take place: *(select one option)*

- During an officer-only meeting
- During a voter-member only meeting
- During a regularly scheduled and open meeting (which may consist of non-voting member attendees)
- Other: \_\_\_\_\_

**Section 6:** A vote shall be passed by: *(select one option)*

- A quorum *(greater than 50% of voting-members present)*
- All votes may be carried by a majority of the club members present
- Other: \_\_\_\_\_

**Article IV - Officers**

**Section 1:** The officer positions for this club shall consist of the following: *(select all that apply)*

- President:
- Vice President
- Secretary
- Treasurer
- Other (please indicate the name of the position): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*If additional positions exist within your club, please indicate them in the blank space on this form.

\*\*\*Fill in individual officer names and SID #'s on the page titled "Club Officer Information".

**Section 2:** The qualifying requirements for each officer are: *(select all that apply)*

- ✓ *Must be a currently enrolled student at Wenatchee Valley College - (per the ASWVC Club Handbook)*
- ✓ *Must maintain a GPA of 2.5 or higher - (per the ASWVC Club Handbook)*
- Must be an active member in the club
- Other: (Please be specific) \_\_\_\_\_  
\_\_\_\_\_

**Section 3: Duties of each officer:** *(select all that apply and/or specify additional roles)*

**President:**

- Organizing club operations and leading meetings.
  - Communicating with the Campus Life office and club members on all official club activities.
  - Other: (Please be specific) \_\_\_\_\_
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**Vice President:**

- Assisting the President to lead the club.
  - Helping with membership development.
  - Other: (Please be specific) \_\_\_\_\_
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**Secretary:**

- Taking and distributing official meeting minutes.
  - Recording club's history.
  - Filling out necessary paperwork for club activities, such as facilities requests.
  - Other: (Please be specific) \_\_\_\_\_
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**Treasurer:**

- Submit funding requests to the Campus Life office.
  - Update club members on purchases.
  - Other: (Please be specific) \_\_\_\_\_
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**\*\*If additional officer positions are specified for your club, please indicate the title and roles of those officers on the 'Club Officer Information' page at the back of this packet.**

**Article V - Officer Elections**

**Section 1:** Officers shall be elected by: *(select all that apply)*

- A majority vote of the active voting members present at a scheduled meeting
  - A quorum *(greater than 50% of voting-members present)*
  - Other: \_\_\_\_\_
-

**Section 2:** The term of each officer shall be: *(select only one)*

- 1 quarter
- 2 quarters
- 1 Academic year (fall, winter, & spring quarter; *summer quarter only when club advisor is available*)
- Other: (Please be specific) \_\_\_\_\_

**\*Note: only currently enrolled students may hold officer positions. An officer that graduates or leaves school for other reasons, immediately tenders their resignation from their position, and their position is open for election.**

**Section 3:** In case of a vacancy: *(select all that apply)*

- A nomination and election shall be held at a time agreed upon by the remaining officers.
- The vacancy shall be filled by an appointment made by the president
- In the event the President position is vacated, the Vice President shall serve as interim until a nomination and election is held
- Other: \_\_\_\_\_

**Section 4:** Election of officers shall be held: *(select one additional option if applicable)*

- At least once each fiscal year (July 1 - June 30) *(per the ASWVC Club Handbook)*
- Before the term-end of a current officer
- After the term-end of a current officer
- Other (must meet the above criteria): \_\_\_\_\_

**Section 5:** The annual election of officers will take place: *(select one option)*

- Fall quarter of the academic year that they take office
- Spring quarter of the academic year before they take office
- Other: \_\_\_\_\_

**Section 6:** All officer elections shall be held: *(select one option)*

- At a regularly scheduled meeting
- At a meeting set specifically for the purpose of officer elections
- Other: \_\_\_\_\_

**Section 7:** If additional parameters are set for elections, note them here or on a separate paper

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## Article VI - Removal From Office

**Section 1:** The following will be the process by which club officers will be removed from office and relieved of officially representing the club: *(select all that apply)*

- Majority vote of fellow officers at a scheduled meeting in which the member undergoing impeachment has been previously notified of being removed from office
- Majority vote by all voting members present at a scheduled meeting, where the member undergoing impeachment has been previously notified of being removed from office
- Approval by the club advisor
- Other: (Please be specific) \_\_\_\_\_

## Article VII - Outline of Meetings & Activities

**Section 1:** Regularly scheduled club meetings shall be held:

- Once a week (day and time must be posted)
- Once a month (day and time must be posted)
- Twice a month (days and time must be posted)
- Other: (day and time must be posted) \_\_\_\_\_

**Section 2:** Special meetings may be called by: *(select all that apply)*

- Club officers with a minimum of 24 hours' notice to fellow officers
- Club officers with a minimum of 24 hours' notice to all voting members
- Other: \_\_\_\_\_

**Section 3:** Anticipated club activities shall include:

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## Article VIII - Constitution Amendments

**Section 1:** This constitution may be amended by:

- A majority of active voting members present at any regularly scheduled meeting, or a special meeting that is advertised at least 24 hours' in advance
- A quorum *(greater than 50% of members present)*
- Other: (Please be specific) \_\_\_\_\_

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**\*Note:** Any changes to club constitution and bylaws must be approved through Campus Life and the Student Senate to ensure club legality.

**CLUB OFFICER INFORMATION**

**President**

Name: \_\_\_\_\_

SID #: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Vice President**

Name: \_\_\_\_\_

SID #: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Secretary**

Name: \_\_\_\_\_

SID #: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Treasurer**

Name: \_\_\_\_\_

SID #: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

\*\*\*If additional officer positions are elected for your club, include the following information for them below or on separate paper:

**Position title:** \_\_\_\_\_

Name: \_\_\_\_\_

SID #: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Position title:** \_\_\_\_\_

Name: \_\_\_\_\_

SID #: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Position title:** \_\_\_\_\_

Name: \_\_\_\_\_

SID #: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

# FOR OFFICE USE ONLY

Date club charter received in Campus Life: \_\_\_\_\_

**Reviewed by Student Leadership & Engagement Coordinator:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed by Associate Dean of Campus Life, Equity, and Inclusion:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date club charter paperwork presented to Executive Board: \_\_\_\_\_

**Reviewed by ASWVC Officer:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application Approved:       Application Denied:       Application Pending:

Date Approved: \_\_\_\_\_

Reason denied or pending: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_