|  |  |
| --- | --- |
|  | **Club** **Constitution**Document must be typed |

**Article I Club Name**

The official name of this club will be

|  |
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|  |

**Article II Club Description**

Briefly describe your club. Explain what the club wants to do,

why it’s being done, and how it will be planned and completed. Please include information about how your club will engage students virtually during remote operations.*(1 paragraph)*

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**Article** **III** **CAS Learning Outcomes**

Please review this list of [**CAS learning outcomes**](http://standards.cas.edu/getpdf.cfm?PDF=D87A29DC-D1D6-D014-83AA8667902C480B). Choose 2-3 learning outcomes from this list and explain **how** your club will promote those outcomes. *(Bullet points/ 1-2 sentences per learning outcome)*

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**Article IV Membership**

Membership shall be open to all students ofShoreline Community College regardless of but not limited to: age, sex, race, creed, sexual orientation, or ability

**Article V     Club Leadership**

1. The membership will select/elect at least three members to serve as club leaders (**suggested positions:** President, Vice President, Secretary/Webmaster, and Treasurer).
2. Club leaders will be selected/elected for one academic year. The term of office shall begin fall quarter and extend through the end of spring quarter.
3. Vacancies that occur during the year will be filled through the election/selection process by the club leaders.

**Responsibilities of Club Leaders:**

1. The leaders are responsible for the organization of meetings; including advertising, preparing agendas, and keeping records of the meetings.

**Club Officer Roles**

 Include the titles and responsibilities of at least 3 officer positions *(bullet points/1-2 sentences per position.* Do not include names of specific students who will fill these roles.

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**Article VI           Meetings**

1. Meetings will be held regularly throughout the academic year.
2. When meetings and activities are held, all members will be notified of the location and date.

**Article VII      Funding**

1. According to the Associated Student Government (ASG) Bylaws section 503.2 on Club Maintenance, all clubs registered during Fall Quarter shall receive the full baseline budget ($500) determined in the Association budget for the fiscal year. Clubs registered during Winter Quarter shall receive two-thirds ($333) of the baseline budget amount, and clubs registered during Spring Quarter shall receive one-third ($167) of the baseline budget amount.
2. The club is able to petition for additional funds through S&A mini grants, SCOF mini grants, and fundraising.
3. The members will decide how the budget is spent while complying with local, state, and federal regulations.

**Article VIII** **Amendments**

Amendments to the Constitution are to be made by a majority vote (i.e. 2/3 of the membership)

**Student Life Center**

|  |  |
| --- | --- |
|  Club Name |  |
| Club Representative |  |  | Advisor |  |
|   Phone |  |  Phone |  |
|  E-mail |  |  E-mailEmployee Type  Advisor Level |  |
|  |  |
|  |

**CLUB LIST OF MEMBERS**

**Student Members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **First Name** | **Last Name** | **E-mail (@go.shoreline.edu)** | **Student ID (last 4 digits)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |   |  |  |  |

**Club Advisor Terms of Agreement**

I hereby acknowledge that I am responsible for the students and the club that I am advising.  I also accept the full responsibility to fulfill all requirements for the position that I am applying for. I understand that it is not the Student Leadership Center’s responsibility to complete and prepare any document within my duties for this club.  Violation of the above may result in the withholding of my advisor stipend and/or in my removal as the club advisor. In addition, I have read and am aware of Policy 5222.

**Advisor’s Name =**

**SCC E-mail address & Employee ID Number =**

**Advisor Level =**

**Club Representative’s Name =**

**Club Representative’s Email =**

**2nd Club Representative’s Name =**

**2nd Club Representative’s Email =**