

Student Clubs Constitution Builder

1. Name

What will you call your student club?

2. Purpose

What is the general purpose of your club? What makes it different from other clubs?

The purpose of this organization is to serve the college by...

The purpose of this organization is to foster student interest in...

The purpose of this club is to serve as a forum for...

3. Membership

All members must be currently enrolled LMC students. Are there any additional qualifications for membership in your club? (Not necessary to have any)

Membership provisions must not exclude anyone on based on age, color, disability, gender identity or expression, genetics, national origin, protected veteran status, race, religion, sex, sexual orientation or any other characteristic protected by federal, state, or local laws.

4. Officers

Describe the role(s) of your club officers. You must have at least one officer, but the rest is up to the club.

Officer Title	Office Role Description
<i>Example: President</i>	<i>Supervise meetings, oversee planning and maintain club status with LMC, communicate with Club Advisor</i>

5. Advisor

Outline how the advisor will assist the organization.

Example: Club advisor will attend meetings, support club leaders, and help with budget.

6. Meetings

How often will the club meet?

Who has the authority to call a meeting or cancel one?

How will members be notified of a meeting?

Is there an attendance requirement for membership?

If the group is making a vote on a choice (such as hosting an event, spending club funds, or amending this constitution), how many registered members are needed to reach a decision?

Example: a quorum of 50% membership in attendance in order to have a vote, or more than half those present vote to pass, etc.

7. Signatures

Signatures for all current club officers are required. If you do not have a club advisor, leave it blank and Campus Life will assist you in finding one.

Name	Role	Signature	Date
	Club Advisor		
	Campus Life Representative		

Submit your completed constitution to Campus Life, along with the Membership Roster and Advisor Agreement.

If this document will create a new club, you need to schedule a meeting with the Student Life Experience Specialist to go through your documents.

Note: *you can edit these during or after that meeting and then submit the final.*

Submit to campuslife@lakemichigancollege.edu or drop off a hard copy.



CAMPUS LIFE