

**California Institute of Technology
Office of Student Affairs**

Constitution Guidelines

(The format below has been developed as a guide to the development of a Constitution for the Clubs. It is not proposed that one follow this form exactly, but it is important to include all areas that apply).

Name of Club

Date Adopted

Article I Name:

State the official name of the Club.

Article II Purpose:

State the reasons for the information of the Club and the Club's objectives.

Article III Membership:

- A. State individuals who are qualified for membership.
- B. State what a member must do to be recognized as a full member.
- C. State what rights and privileges a full member has.

Note: Please be sure to define membership as noted in the Club Handbook (see below).

Club Membership & Leadership

All Clubs are open to all currently-registered undergraduate and graduate students ("students"). Other members of the Caltech community, such as staff, faculty, spouses and JPL staff, may participate in Club activities as affiliates. As such, they may not assume officer or other leadership positions. Clubs must maintain at least a 60/40% ratio of student members to affiliate members. If the Club falls below this threshold, it may lose recognition during the academic year.

Article IV Meetings:

- A. State how many meeting of the membership are to be held during the year, where they will be held, and the time they will occur.
- B. State procedures for calling regular and/or special meetings.

Article V Executive Board:

- A. State what officers the Club will have as well as each officer's duties.
- B. State procedures for handling vacancies within the Executive Board

Note: The Bursar's account will need a separate treasurer and president for signatory purposes.

Article VI Elections:

- A. State which officers will be selected by the membership, how long the terms of these offices will last, and how many times a person may hold the same office.
- B. State the nominating procedures and when they will take place.
- C. State how nominees will present their qualifications and how and when elections will be held.
- D. State procedures in case a runoff is necessary.

Article VII Funds:

State procedures for the allocation of club funds (revenues and expenses).

Article VIII Committees/Divisions:

State what standing and/or ad-hoc committees or what divisions will exist in the club and the function and composition of each.

Article IX Advisor:

State procedures for the qualifications and selection of a Club Advisor and the function and duties of said person.

Article XII Amendments:

State how an amendment will be presented, to whom it will be presented, and how it will be ratified.