



Office of Student Life  
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**Club Constitution and Bylaws SAMPLE**  
**College of the Desert**

*Student club/organizations must use this template and upload final copy to the club/organization's page on Canvas (The Office of Student Life will setup an active Canvas page for all clubs). All copies of all constitutions, charters, or other documents relating to its policies must be on file with the Office of Student Life.*

→ *All items in RED and in BOLD must be included in all student organization constitutions in order to be recognized as a registered student organization.*

→ *All areas highlighted in GREEN are to be customized to meet the needs of the club or organization.*

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**ARTICLE I. PREAMBLE**

**Section 1.** The name of this club/organization shall be **[Name of Club/Organization]** at College of the Desert.

**Section 2.** The purpose of this organization **[describe club/organization's mission or purpose statement]**

**ARTICLE II. AUTHORITY**

**Section 1.** As a recognized student club/organization at College of the Desert, **[club/organization name]** adheres to all campus policies and protocols as set forth in the Inter-Club Council Constitution and the College of the Desert.

**Section 2.** If applicable: **[This organization is affiliated with "name of national or affiliated organization."]**

**Section 3.** This club/organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

**ARTICLE III. MEMBERSHIP**

**Section 1.** **[Club/Organization's name]** openly admits students to its membership and does not discriminate on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution. Membership in the club/organization shall be open to all regularly-enrolled College of the Desert students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

**Section 2.** Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

**Section 3.** This club/organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

**Section 4.** Members shall be required to attend at least [# %] of the club's regularly scheduled meetings.

#### **ARTICLE IV. Powers and Duties of Officers**

**Section 1.** The officers of the organization shall be the **President, Vice President, Treasurer, Secretary,** and other officers as necessary.

#### **Section 2.**

- a. **The President** shall serve as the chief executive officer of the club/organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the club/organization, representing the policies, views, and opinions of the club/organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. [Optional: The President shall be an ex officio member of all committees.] The President shall have such further powers and duties as may be prescribed by the organization.
- b. **The Vice President** shall preside at club/organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.
- c. **The Treasurer** shall handle all financial affairs and budgeting of the club/organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the club/organization's name, requiring signatures of both the Treasurer and President for authorized disbursements. All disbursements require a majority vote approval of the club/organization.
- d. **The Secretary** shall take minutes at all meetings of the club/organization, keep these on file, and submit required copies to all club/organization members. The Secretary shall be responsible for all club/organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the club/organization.
- e. **Inter-Club Council Representatives** The club/organization shall select two members to represent the club/organization on the Interclub Council (ICC). Attendance to all Inter-Club Council meetings is mandatory. ICC meetings are held twice a month (2<sup>nd</sup> & 4<sup>th</sup> Wednesdays) from 2pm-4pm, during the Fall and Spring semesters. Meetings are held in-person in the ASCOD Conference room located inside the Office of Student Life.

f. [List duties of any additional elected or appointed officers.]

## **ARTICLE V. SELECTION OF OFFICERS**

- Section 1** The [list of elected officers] are elected [annually or each semester]. Elections are held [at the end of each fall/spring semester/quarter] and shall take place at a regularly scheduled meeting of the club/organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.
- Section 2** Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
- Section 3** The officers shall be elected in this order: [List order, usually starting with the President].
- Section 4** Officers shall be elected by majority vote. [Optional: If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.]
- Section 5** Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.
- Section 6** Officers shall assume office on [the first day of the semester following the election] and shall serve for [length of term of office].
- Section 7** Officers may be recalled from office for cause. To initiate a recall election, a petition signed by [specify number, such as one-third of the total number of voting members] must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.
- Section 8** If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

## **ARTICLE VI. MEETINGS**

- Section 1** Regular meetings shall be scheduled [weekly, bi-weekly, monthly, etc.] during the academic year.
- Section 2** Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours' notice prior to the meeting time.

- Section 3** Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership. The primary or secondary club Advisor must be present as well.
- Section 4** Members must be present to vote. Absentee or proxy voting is not permitted.
- Section 5** In order to vote a member must be in good standing, [State what constitutes "good standing." This may include payment of dues or meeting attendance requirement. If there is an attendance requirement, specify the number of excused and/or unexcused absences that results in loss of voting privileges, and define what constitutes an excused absence, if applicable.]

#### **ARTICLE VII. ADVISORS AND RESPONSIBILITIES**

- Section 1** The club/organization shall select a faculty member employed at College of the Desert to serve as the advisor, and any other employee of the District to serve as a co-advisor to this club/organization. Classified staff are eligible to serve as co-advisors, but all student organizations must have at least 1 faculty advisor. The advisor shall fulfill the responsibilities specified in the Advisor Agreement Form. Advisors shall serve on an academic year basis or until their successor has been selected by the club.
- Section 2** The Club Advisor shall be responsible for the following:
- a. Submit Advisor Agreement Form to the Office of Student Life.
  - b. Attend and provide adequate supervision at all events and activities, meetings, trips, etc., as the on-site contact sponsored by the club/organization or as required by the Office of Student Life.
  - c. Verify financial transactions, deposits, the handling of club funds, and financial record keeping.
  - d. Become familiar with the college's policies and procedures pertinent to student clubs/organizations as outlined in the [Inter-Club Council Constitution](#).
  - e. Inform the membership of the policies concerning risk management, liability and expected behavior while representing College of the Desert.
  - f. Assist student leaders with the maintenance of the club's records.
  - g. Inform the Office of Student Life when there is a change in the advisor's status as a College of the Desert employee or Club Advisor.
  - h. Advisors are encouraged to contact the Office of Student Life staff for additional assistance regarding club/organization matters.

#### **ARTICLE VIII. FINANCES**

- Section 1** Clubs and Organizations are required to utilize on-campus banking through the College of the Desert, Bursars Office. The club/organization Treasurer shall handle all financial affairs and budgeting of the organization, and maintain all necessary accounting records. All forms, requisitions, reimbursements, must first be submitted for approval through the Office of Student Life. The club/organization's account funds amount can be confirmed with the Office of Student Life.

#### **ARTICLE IX. DISCIPLINE AND MEMBERS**

- Section 1** All College of the Desert students must adhere to the Student Conduct Standards and Procedures [AP5500](#) policy. Appropriate disciplinary action will be taken as listed in the policy.

## **ARTICLE X. AMENDMENTS**

- Section 1**      **Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon.**
- Section 2**      **Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.**
- Section 3**      **A copy of any amendments and updates to these bylaws must be submitted to the Office of Student Life at College of the Desert within two weeks after their adoption.**