**Inter-Club Council Club Constitution**

(Club Name)

ARTICLE I – NAME AND AFFILIATION

1. Name
   1. The official name of this organization shall be the (insert name), Of Western Colorado University
   2. (name of Club) shall herein be referred to as (give shorter version or letters that apply)
2. Affiliation
   1. Please list any national organization or religious affiliation that are inside and outside of the University

ARTICLE II- MISSION STATEMENT

1. Write statement here

ARTICLE III- MEMBERSHIP

1. Any Graduate or Undergraduate student at Western Colorado University is eligible to be a member of (name)
2. All members are held to the conduct standards in the Student Handbook
3. (Other requirements may be added, but are up to review and acceptance of the ICC council)

ARTICLE IV- OFFICERS

(**President and Vice President are required positions.** They may be renamed, as Co-directors if that better suits your club. Clubs may edit or make different offices, but all responsibilities must be given to an executive member. Only the President or the respective officer for your club will be able to reserve space for the club.)

1. Executive Officers
   1. President
      1. Preside over all executive officers and membership meetings
      2. Represent (name) and all of its members at all times
      3. Attend ICC Training and Meetings as requested by the ICC Council
      4. Liaison for club to the ICC Council
   2. Vice-President
      1. Assists President in fulfilling the mission statement of the organization
      2. Attend ICC Training and Meetings as requested by the ICC Council
      3. Handle financial transaction of the Club
      4. Record club attendance of official club meetings
   3. Secretary (or other)
      1. Keep accurate History and Records of (name) activities, points, and meetings
      2. Write and Distribute meeting minutes for each executive board and general body meetings.
      3. Attend ICC Training and Meetings as requested by the ICC Council
2. Election of Officers
   1. Term of Office
      1. Each Executive Officer Position shall be elected once every academic year in the Spring Semester (if you want to have elections in the fall it must be approved by the ICC Council)
      2. The Incoming Officers shall serve till the next election of the following academic year.
   2. Election Procedure
      1. All officer elections shall be conducted by a secret ballot process
      2. The ballot count may only be conducted by current standing executive officers
      3. Candidates must receive a majority vote (51%) of the membership in order to be elected into the position
      4. Any member who has not been to four (4) or more meeting before the election is not eligible to vote on executive members.
      5. Members must be notified two weeks in advance of the election for candidate nominations
      6. Members must be notified one week in advance of the election
   3. Campaigning
      1. Candidates may campaign two weeks prior to the election
      2. Candidates may only campaign to current club members
      3. Candidates are not permitted to host campaign events off campus
   4. Appeals
      1. In the case of campaign corruption or fraudulence, club member may report findings or concerns to the ICC Council
      2. The ICC Council reserves the right to request election records, investigate, and call for a re-election if the election is found to be of question.
   5. Removal/ Replacement of Officers
      1. If an officer needs to step down or is being asked to step down for not fulfilling their duties, the membership or executive board will hold a meeting and follow majority vote to determine if the officer is to be removed.
      2. If an officer is being replaced outside of an election time, the executive board will appoint a new officer until an election can be held following the rules of elections.

Article V-Operating Procedure

1. Meetings
   1. A meeting of the (insert name) shall be held no less than bi-monthly.
   2. Attendance must be recorded for all official meetings, which shall include members’ names, ID numbers, and date of meetings.
2. Decision-Making Process
   1. The Executive Board shall put-to-vote any decision being made concerning the general membership of (insert name)
   2. In order for a decision to go into place, members shall be given the opportunity to debate the decision culminating in a vote in which a two-thirds majority must be achieved.
   3. All members shall be notified of recent decisions in Meeting Minutes drawn up by the (insert position responsible for minutes usually a secretary) of (club name).
3. Amending Constitution and Bylaws
   1. Amendments to this document may be made at any point in which the Executive Board or membership sees fit to make changes
   2. This document must be reviewed for potential updates and amendments every two years by the standing Executive Board
   3. Amendments must pass by a two-thirds vote of the general membership in order to go into effect.
   4. The Executive Board alone may not make changes or amendments without consulting the membership

ARTICLE VI- ADVISORS

1. Requirements
   1. Advisors must be a Faculty or staff member employed by Wester Colorado University.
   2. Off campus advisors are permitted for Religious organizations or per approval of the ICC Council.
2. Duties of Advisor
   1. The advisor of (club name) will be charged with observing and overseeing the organization
   2. The advisor shall also be available to mentor the students in the general membership and assist them with procedures when necessary
   3. The advisor does NOT have voting right in (club name)
   4. The advisor must be present at any (club name) event that has been approved to serve alcohol.

ARTICLE VII- FINANCIAL STATEMENT

1. This statement is optional: Dues
   1. The dues for members of (club name) shall be no more than (insert amount) dollars a (semester or year) to be collected by a member of the executive board and deposited into the (club name) Western account.
   2. The executive Board can change the dues and due dates by following the Decision Making Process.
   3. Member dues must be used to fund events or supplies for the general membership.
2. Funding
   1. As a member of ICC (club name) may seek funding from the ICC co-sponsorship budget. By accepting ICC funding (club name) pledges to follow all ICC and Western polies that apply to said funding.
   2. Any funds collected for the club outside of ICC co-sponsorship are to be deposited into (club name) Western Account under ICC and reported to the ICC Adviser.
   3. Any funds spend without prior approval of the ICC Adviser are not subject to reimbursement.
   4. Should (club name) cease to exist all funds will be absorbed into the ICC General fund.

ARTICLE VIII- NON-HAZING COMPLIANCE STATEMENT

1. Western defines hazing within the student Handbook, Section 2, subsection XXIV.
   1. In compliance with the department within which a club or organization resides, western Colorado University, and state and federal regulations, agree that it will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, mental anguish, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or persons attending this institution.

BYLAWS

Subsection I. - Club fairs

1. There must be one (1) student representative in attendance at all Club fairs, Preview Days, and other events determined to be mandatory by the ICC Council.

Subsection III. - End of Year Registration

1. As an active club, (club name) must attend end of the years meetings organized by the ICC Council and register their club to be active for the next coming year.
2. For end of the year registration (club name) must present the ICC Council with Attendance records, updated Constitution that includes any changes made, and the names and contact information of the incoming Executive officers.

Subsection II. – (make your own)

1. This is where you can add other rules or protocols you would like to add for your organization.