



Palo Alto College

SAMPLE CONSTITUTION

PREAMBLE

States the purpose and goals of the group.

ARTICLE I---NAME

States the official name of the organization.

ARTICLE II---MEMBERSHIP

States the requirements for membership and size limitation (a minimum of five (5) members).

ARTICLE III---OFFICERS

Contains the list of officers, their term of office and the qualifications and duties for its officers.

ARTICLE IV---EXECUTIVE COMMITTEE

Outlines the structure of the executive committee (board or council), the method of selection and their term of office. Provisions for vacancies of officers or executive members should be specified in this article or in the by-laws.

ARTICLE V---SPONSORS

Students will submit their recommendations for sponsors. However, the Director of Student Activities must approve all recommendations.

ARTICLE VI---MEETINGS

Designates the regular meeting dates and times and provisions for calling special meetings.

Each organization should cite the source used in resolving questions relating to procedural matters such as Robert's Rules of Order. (Usually stated in the by-laws).

After an amendment, insert the date that it was passed in parenthesis.

Provisions for the disbursement of funds in case the organization becomes defunct (i.e., all remaining monies are to be given to some specific charitable organization or scholarship fund at St. Philip's College).

Palo Alto College Student Organization Constitution Signature Form

Approvals:

Faculty Advisor Date

Faculty Advisor Date

Director of Student Activities Date

Vice President of Student Affairs Date

President Date