

**The Constitution of the  
CLUB NAME HERE  
(MONTH/YEAR HERE)**

(New info. request for 2025-26 is in red)

**MISSION STATEMENT: WHAT IS THE PURPOSE OF YOUR CLUB?**

**CLUB OBJECTIVES & LEARNING OUTCOMES:**

**PLEASE LIST 2-4 GOALS FOR YOUR CLUB THIS YEAR**

For each goal, briefly explain how it will help members grow in one or more of the following areas: responsibility, cultural awareness and understanding of global and diverse perspectives, developing or enhancing skills.

**CLUB AFFILIATION:**

If your club is associated with a local, state or national organization, list that here

**Article I: Club Name**

Example: The name of this organization shall be known as Club Mental: A Psych Club from hereafter

**Article II: Club Membership**

Section I:

Example: All full time and part time students of Hagerstown Community College are eligible for membership in Club Mental.

Section II:

Example: One or more HCC employees shall act as advisor(s) to Club Mental.

**Article III: Officers and Elections**

Section I:

Example: The elected club officers shall be President, Vice-President, Secretary, Treasurer. Both full-time and part-time students are eligible to run for office. Elected officers shall perform their duties as prescribed in the by-laws of this constitution.

Section II:

**HOW WILL YOU HOLD YOUR ELECTIONS?**

Example: Nominations for officers will be made by the members of the Anime Club. The nominated student may choose to accept or decline the nomination. A student may also self-nominate themselves during the election process.

Section III:

**WHEN WILL YOU HOLD YOUR ELECTIONS?**

Example: Elections will be held at the beginning of each fall semester in order to allow incoming freshmen opportunities to vote and run for a leadership position. Elections shall be held within the first three weeks in September.

Section IV:

**DO OFFICERS NEED TO BE AVAILABLE FOR THE FULL YEAR OR JUST SEMESTER?**

Example: Candidates who wish to run for an officer position must commit to the fall semester. If they are unable to fulfill their role in the spring semester or current semester, they may opt to find a suitable replacement with the approval of the remaining members.

Section V:

**WHEN DO THE NEW OFFICERS BEGIN THEIR DUTIES?**

Example: Each elected candidate will assume their position on the day of the election.

Section VI:

**WHAT HAPPENS IF SOMEONE NEEDS TO LEAVE THEIR OFFICE?**

Example: If at any point during the year there are vacant offices, current officers shall appoint a member of the Anime Club to fulfill that position. A majority vote of club members is needed to approve the appointment.

**Article IV: Meetings –CLUB MEETING INFO GOES IN THESE SPOTS:**

Section I:

Example: The Anime Club shall meet as a general assembly at least once a month, and the club officers and the SGA representative will meet at least twice a month.

Section II:

Example: A majority vote of members (in good standing) who are present at a monthly Anime Club meeting will be sufficient for adopting any proposed action or regulation.

Section III:

Example: The President of the Anime Club may call a meeting of the members or officers at his/her discretion when such a meeting becomes necessary.

Section IV:

Example: Committee meetings shall be held at a different time than the monthly Anime Club meeting unless the President decides to schedule discussion time for committee topics in the monthly Anime Club meeting agenda.

Section V:

Example: A representative from the club will attend the monthly SGA/Club meeting to update the group about club happenings, share club concerns, and look for collaboration opportunities.

**Article V: Compliance (THIS SECTION MUST BE INCLUDED IN THE CONSTITUTION)**

**Section I:**

This organization shall operate in full compliance with all applicable policies, procedures, and guidelines established by Hagerstown Community College. All members, officers, and participants agree to uphold the standards of student conduct and campus community expectations as set forth by the institution.

**Section II:**

The club and its members shall comply with all applicable local ordinances, state statutes, and federal laws. Any activity or conduct in violation of such laws is strictly prohibited and may result in disciplinary action by the college and/or legal authorities.

**Section III:**

This organization shall not engage in discrimination on the basis of race, color, ethnicity, national origin, religion, age, sex, gender identity, sexual orientation, disability, or any other protected status under applicable laws and institutional policies.

**Article VI: Constitution and Amendments**

**Section I:**

**WHEN DOES THE CONSTITUTION BECOME EFFECTIVE?**

Example: The constitution shall become effective when it has been approved by the majority of those members eligible to vote.

**Section II:**

**HOW WILL THE CLUB MAKE AMENDMENTS TO THE CONSTITUTION?**

Example: This constitution may be amended by the affirmative vote of two thirds of the members in attendance at a monthly meeting of Club Mental. The amendment must then be ratified by a majority of those members eligible to vote.

Section III:

**ANY OTHER CRITERIA FOR CHANGING THE CONSTITUTION?**

Example: All amendments will be tabled for one meeting before becoming effective.

**BY LAWS**

**Article I: Duties of the Club Officers – ADJUST THESE TO FIT YOUR CLUB:**

Section I:

Example: The President shall preside at all meetings of the Anime Club. This requires the President to set the agenda for all meetings and have the agenda reviewed by one of the club advisors prior each meeting. The club President is also responsible for planning and implementing club activities, events, and programs with the help other club members and officers. They shall also keep the club advisor(s) informed of all club meetings and events.

Section II:

Example: The Vice-President shall assist the President. They presides over meetings in the absence of the President. The Vice-President shall also be in charge of publicizing club events and meetings. This may include (but is not limited to) creating club flyers and posters, publicizing club events on classroom chalkboards, and creating brochures or pamphlets. The Vice-President is responsible for displaying the information for upcoming events, and they are also responsible for taking down the information once an event has occurred.

Section III:

Example: The Secretary will be responsible for keeping accurate records of proceedings of the Anime Club. This includes maintaining contact information for all club members, taking roll and minutes during club meetings, keeping track of all club event sign-up sheets, and updating the Web site/Blackboard page.

Section IV:

Example: The Treasurer shall be responsible for keeping an accurate account of all funds of the Anime Club. They shall work directly with the club advisor(s) to keep the budget information up-to-date. The treasurer is responsible for maintaining both club budgets and earned income budgets (club fundraising). They shall make sure that all club funds are spent according to the line item budgeted amount granted by the SGA. A report of the budget will be provided during each Anime Club meeting.

Section V:

Example: The SGA Representative shall serve as the liaison between the Student Government Association and the Anime Club. The Representative is responsible for attending all SGA Meetings and Anime Club monthly meetings. At the SGA meetings, the representative shall inform all other clubs of upcoming Anime Club activities. At Anime Club meetings, the representative shall report on the activities of the SGA and all other campus clubs.

**Article II: Voting Privileges – SECTION I – same for everyone, SECTION II DEFINE “MEMBER IN GOOD STANDING”**

**Section I:**

Voting privileges will be extended to those members in good standing.

**Section II:**

Example: Members in good standing are individuals who have attended most of the Anime Club meetings up to the time of the vote. If members have missed a meeting, involvement in a club activity may replace the absence of that meeting in order to determine good standing.

**Article III: Club Dismissal**

**Section I: CLARIFY HOW TO DISMISS AN OFFICER**

Example: If an officer fails to perform their duties after one verbal and one written request from one or more club officers, they may be dismissed from the executive board with a two thirds vote of the officers, or majority vote from the entire club. The former officer may still remain a part of the club as a member.

**Section II: CLARIFY HOW TO DISMISS A MEMBER**

Example: Harassment of any kind that may lead to conflict is prohibited, and may lead to club dismissal. Should a member of the Anime Club be dismissed; said member may have a right to counter the dismissal by majority vote of the club and/or discussion with club advisor(s).