



**SOUTH MOUNTAIN
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

**Student Governance &
Inter Club Council
Student Officers
and Members
Guide on
Club
Constitution**

For more resources visit the SMCC Student Life page at
<https://www.southmountaincc.edu/current-students/student-life>

The Club Constitution

The most important aspect of an effective club is its constitution. The purpose of a constitution is to define the policies and procedures of the club and to establish limits of authority. The constitution should be compiled by members of a committee established for that purpose and voted on by the entire membership. In this way, both the officers and the regular members understand their roles in the club. Your Constitution should reflect the uniqueness of your club and the rights and responsibilities of the club at South Mountain Community College.

A constitution is a necessary part of any club because it clarifies your member's purpose, explains any hierarchy or structure, and provides the foundation for successfully advancing your organization's mission. If a constitution does not exist, the club cannot exist. If the club's constitution is outdated, then revise it. The primary importance is to function efficiently and effectively.

The different clubs at SMCC cover a variety of interests such as academic, arts/music, sports, honors, student government, religion, and cultural/international. These clubs require that members adhere to a certain set of guidelines to maintain a level of integrity – which is where a club constitution comes in.

Depending on your club, the content within the constitution will differ, however, all of them follow a similar structure. Some of the main components are:

- A **title** that clearly states the club's name and the college it represents
- A **preamble**, or a short statement defining the mission of the organization and why it was created
- The **purpose** of forming the club – a plan or an explanation of its role at college or in community
- **Organizational structure** outlining member roles such as President, Vice President and Secretary. The structure should also clearly list officers' responsibilities and governing rules
- How **membership** is granted and the membership process, including recruiting and fees, if any
- **Election** policies listing voting methods, candidate nomination processes, and criteria for office
- **Order of business** or standard rules for conducting meetings
- **Amendment** procedure in case the constitution needs to be changed in the future

These points will help your members operate more efficiently and make your meetings go smoothly. Ask your club adviser for the club constitution and get in the habit of reviewing the constitution regularly.