

**Sample Outline for a Combined Constitution/By-laws Document:**

**Article I – NAME**

The name of this organization shall be called the Blue Mountain Community College \_\_\_\_\_ Club.

**Article II – PURPOSE**

The purpose(s) of this organization shall include the following:

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**Article III – MEMBERSHIP**

Membership shall be open to any BMCC student (staff, community member) regardless of age, race, sex, religion, or disability.

**Article IV – OFFICERS**

**Section I – Officers**

Officers shall consist of President, Vice President, Captain, Chairperson, Secretary, Treasurer, etc.....

**Section II – Duties of the Officers**

Duties of the \_\_\_\_\_ shall be to \_\_\_\_\_.

**Article V – MEETINGS**

How often held, when, by whom, where, how announced.

**Article VI – ADVISOR**

Each club must have a BMCC staff person as an advisor. The advisor shall assist in adhering to college policies and procedures.

**Article VII – AMENDMENTS**

An amendment may be initiated by any member of the club and passed by a two-thirds (2/3) majority of the members present at the meeting.