# AISC Student Clubs

# Sample Club Constitution Template

**Article I.**

**Name**

1. The name of the club shall be [Name of University/College] [AISC Student Club], hereinafter “Club.”

**Article II.**

**Authority**

1. The Club is considered an independent entity functioning under the guidance of the American Institute of Steel Construction (AISC) and the AISC Education Foundation.

**Article III.**

**Purpose**

Preamble to the Charter of the [Name of University/College] AISC Student Club: A group of undergraduate and/or graduate students who convene to exchange steel-related knowledge, engage in educational activities, or to network with peers and industry representatives.

**Article IV.**

**Membership**

1. Membership in The Club will be equally available to all undergraduate and graduate students enrolled at [School name] for at least one academic term during the 2019-2020 academic year. There may not be any discrimination based on race; color; religion or faith; sex; gender identity or expression; sexual orientation; age; national origin; disability status; citizenship status; socio-economic background; genetics; protected veteran status; or any other characteristic protected in accordance with applicable federal, state, and local laws.

2. The Club will have a minimum of three members.

3. The Club will have a Faculty Advisor to provide guidance and general oversight of the Club’s activities. The Advisor will also liaise with school administration when necessary.

4. Membership Requirements. The responsibilities of Club members include:

4.1. Regularly attend Club meetings and participate in Club activities and events.

4.2. Act in accordance with the school’s Student Code of Conduct.

4.3. [Insert any additional requirements such as meeting attendance, serving on a committee, participating in activities, donation of time, etc.]

**Article V.**

**Officers**

1. The officers of the Club shall be [titles of officers, such as President, Vice President, Treasurer, Secretary and Committee Leads.] The officers will form the Executive Board.

2. The Executive Board shall comprise the elected officers of the Club and shall meet on a regular basis to finalize agenda items, prepare reports, and collaborate on the business of the Club.

3. These officers shall perform the duties prescribed by this Constitution and by the parliamentary authority adopted by the Club.

3.1. President:

* Ensure active Student Club status is maintained with AISC.
* Call, preside over and adjourn all meetings of the Club.
* Oversee all Club activities, events, and fundraisers.
* Maintain regular contact with Faculty Advisor.
* Be aware of financial matters pertaining to Club.
* Compile and submit reports as required by AISC.
* Coordinate transition of Officers for the next academic year.
* *[Insert any additional position responsibilities]*

3.2. Vice President:

* Assume the duties & responsibilities of President if s/he is unable to do so.
* Plan and organize the Club activities, events and fundraisers.
* Assist the President in all Club activities and take on other duties, as required.
* *[Insert any additional position responsibilities]*

3.3. Treasurer:

* Manage all fiscal matters related to the Club.
* Help plan and organize all Club fundraisers/sponsorship solicitations.
* Liaise with the school financial office/student government with matters pertaining to funds for the Club.
* Maintain financial records of the Club, and produce them for reports to AISC, as required.
* Report to Club officers/members on status of funds at Club meetings.
* Maintain regular contact with Faculty Advisor and President regarding Club’s finances.
* *[Insert any additional position responsibilities]*

3.4. Secretary:

* Record minutes of all Club meetings and make the minutes available to members.
* Maintain all official Club correspondence.
* Maintain a roster of all official members.
* *[Insert any additional position responsibilities]*

3.5. Historian/Public Relations Officer:

* Publicize all Club activities.
* Attend all Club activities and document events.
* Maintain any media that is shared on the Club’s website, Facebook, Instagram, etc.
* *[Insert any additional position responsibilities]*

4. Qualifications: All officers must be students currently enrolled in good standing at [School name]. Good standing is determined as [Insert school’s/Club requirements for being in good standing].

5. Election: Officers are elected for the following (academic) year by a simple majority vote of the members present during - or by the time of - the last Club meeting during the current year.

5.1. Officer terms will last for one academic year.

5.2. In the event of a tied vote, [define the procedure your Club will follow in the event of a tie.]

6. Removal From Office: Any officer who does not act in accordance with the Club expectations or does not meet or fulfill the standards or duties established for the office he/she holds may be removed from office by a majority vote by the membership. In the event of a tied vote, [define the procedure your Club will follow in the event of a tie.]

**Article VI.**

**Faculty Advisor**

1. A full-time [school name or chapter name] employee or faculty member shall serve as the Faculty Advisor for the Club.

2. The Faculty Advisor for the Club is

[Name of Faculty Advisor]

[Faculty Advisor Phone number]

[Faculty Advisor Email address]

3. Term: The Faculty Advisor shall serve a minimum term of one full (academic) year. There is no term limit.

4. Duties: The Faculty Advisor’s duties include:

* Verify that all Club members are students enrolled at [School] for part of or all of the 2019-2020 academic year.
* Promote an inclusive, positive environment for all students participating in Club activities and ensure that learning is the desired outcome.
* Sign-off on the reports and documentation required by AISC, including academic-year-end activity summary and semiannual financial reports, as required.
* Fulfill all duties as the Club’s faculty representative as required by [School].
* *[Insert any additional position responsibilities]*

**Article VIII.**

**Quorum and Voting**

1. AISC encourages the Club to make decisions on Club activities as a group through inclusive and open discussion. If voting needs to take place, each member is entitled to one vote. Voting by proxy shall not be permitted. Decisions determined to require a vote shall be by majority vote of members present. In the event of a tied vote, [define the procedure your Club will follow in the event of a tie.]

2. A quorum shall constitute a minimum of 50% of the membership in attendance at a scheduled meeting. The process for general decision-making, including the expenditure of funds, shall be a simple majority of a quorum unless otherwise specified in this Constitution.

3. The Executive Board may, with a majority vote, authorize expenditures of up to $ [insert maximum dollar amount].00 for routine operational expenses.

4. Changes to this Constitution require quorum and a 2/3 vote to pass.

5. The Faculty Advisor does not have voting rights.

**Article IX.**

**Amendments**

1. Amendments to these bylaws consistent with the Club constitution may be adopted at any meeting of the Club in which a quorum is present, provided that a statement setting forth the substance of such proposed action is included in the notice of the meeting and made accessible to the full membership once adopted.

2. Any active member may propose an amendment to the Club’s Constitution in order to ensure that the Club is administered properly.

3. At the final meeting of the academic year, proposals will be read aloud and all active members present will vote on the proposal.

4. A 2/3 majority vote of a quorum of all active members is required to approve an amendment.

5. *[Insert any additional requirements that your school may require]*

**Article X.**

**Club Requirements**

Club shall adhere to the requirements as prescribed in the AISC Student Clubs, LLC Club Affiliation Agreement and the AISC Student Club Handbook, including but not limited to the following:

* promoting club inclusion and diversity
* submitting annual activity reports and semiannual financial reports, as required
* following IRS requirements when operating as a tax exempt entity under AISC's status, as applicable
* reporting insurance incidents
* properly using AISC's Intellectual Property
* adhering to AISC's branding guidelines and social media recommendations

This constitution is adopted by the [School] AISC Student Club on [insert date] for the [insert school year dates.]

 **Club President**

 Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Faculty Advisor**

 Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_