**SAMPLE CONSTITUTION**

**Peanut Butter & Jelly Club at the University of Washington Bothell**

Helpful TIP

Make sure to check the club handbook for guidelines on naming your organization.

**Article I. Name**

This organization shall be known as the Peanut Butter & Jelly Club (PBJC) at the University of Washington Bothell.

**Article II. Mission**

It is the mission of the Peanut Butter & Jelly Club at the University of Washington Bothell to promote interest and awareness of peanut butter and jelly sandwich opportunities within the campus community through the use of films, lectures, outings, and other events.

**Article III. Affiliations (IF APPLICABLE)**

1. We, the Peanut Butter & Jelly Club, are a chapter of the National Student Peanut Butter & Jelly Organization and are here to continue their mission and further their values here at UWB.

**Article IV.  Membership**

Helpful TIP

Clubs are not eligible for registered status if they are exclusive.

1. Membership of the Peanut Butter & Jelly Club is open to all, in accordance with University policy.
2. This organization and its members shall not discriminate against any individual(s) because of race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status.

**Article V.** **Meetings**

**Section 1      Quorum**

A meeting shall be declared to have a quorum if a simple majority of the club membership is present.

**Section 2      Officers**

Helpful TIP

Have a purpose and agenda for your meetings. This will help in accomplishing your group goals.

The executive board shall meet at least twice a month during the regular school year.

**Section 3      Club Meetings**

Meetings shall be held on a monthly basis starting in August during the regular school year.  To remain in good standing a member is expected to attend at least two (2) of the regularly scheduled weekly meetings.

**Article VI. Officers**

 **Section 1 Officer Selection**

1. The officers shall be elected by ballot at the meeting prior to Spring Break in the Spring Quarter.
2. The person with a simple majority of the vote will be declared the winner.

 **Section 2 Officer Removal**

Helpful TIP

It’s important to have a clear and fair way to remove officers should the need arise.

1. Impeachment charges may be initiate against any officer by any member of the club in writing stating the charges:
	1. Violation of the Peanut Butter & Jelly Club Constitution
	2. Abuse of powers
	3. Neglect of duties
2. The charges shall be read by the presiding officer at the next meeting, which must be held within seven school days following submission of the charges.
3. The recommendation for impeachment shall be taken up as the first item of new business.
4. The officer being impeached shall be removed from office if two-thirds (2/3) of the current membership votes for removal of the said officer.

**Section 3        Officers**

The officers of the Peanut Butter & Jelly Club shall be President, Vice President, Secretary, and Treasurer and Marketing & Publicity.

**Section 4      Duties of Office**

1. President

Helpful TIP

Defining officer roles will help delegate the work of the club, so one person is not doing everything on their own.

* 1. Enforce the Constitution of the Peanut Butter & Jelly Club.
	2. Preside over all Peanut Butter & Jelly Club meetings with an impartial demeanor.
	3. Represent Peanut Butter & Jelly Club on all public relations and official functions.
	4. Responsible for attending Club Council Officer training
1. Vice President
2. Assume all responsibilities of the President when necessary.
3. Responsible for filling out budget requests for all expenditures and events
4. Maintain all applicable Calendars and Web information.
5. Responsible for attending Club Council Officer training
	1. Secretary
6. Will preside over Peanut Butter & Jelly Club meetings in the absence of the President and Vice President.
7. Prepare and post agenda and minutes of each meeting.
8. Email updated minutes to club members following each meeting.
9. Maintain accurate attendance and activity/event records including all club correspondence (Email, Voice Mail, Mail Box)
10. Responsible for attending Club Council Officer training
	1. Treasurer
		1. Receive, record, and deposit all Peanut Butter & Jelly Club funds.
		2. Be responsible for requesting club funding from Club Council.
		3. Be responsible for retaining all club receipts.
		4. Have a bi-weekly financial report available at all meetings.
		5. Maintain accurate fiscal records.
		6. Responsible for attending Club Council Officer training.
			1. Marketing & Publicity
11. Act as liaison between Peanut Butter & Jelly Club and all other campus offices and organizations.Maintain the Peanut Butter & Jelly Club website.

Helpful TIP

Planning ahead for the unknown will help when an officer or member must leave unexpectedly.

1. Maintain all applicable Calendars and Web information.

**Section 5      Terms of Office**

One term of office for each executive board member, shall be three (3) quarters.  There shall be no limit imposed on the number of terms any member may serve.

**Section 6      Vacancies of Office**

If a vacancy exists for any position, then a special election shall be held for the vacant position.  In the interim then succession of office will be used to fill the position until elections can be held for that position.  Succession of office is as follows: President, Vice-President, Secretary, and Treasurer.

Helpful TIP

Each group should review their constitution at their first meeting. This is a document that everyone in the group should agree upon and be informed about.

**Article VII. Amendments**

Amendments to the Constitution of the Peanut Butter & Jelly Club must be tabled for discussion for a minimum of one week, and then votes will be taken on all new amendments. Amendments will be ratified by the approval of the membership by two-thirds (2/3) of members in a meeting that has declared a quorum.

**Article IX. Optional Sections (Ex. Dues, Bylaws, Committees, Ratification, etc.)**

Questions?

Contact Club Council at

uwbclubs@uw.edu