**I. Club/Organization Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. Mission and Purpose:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. Membership (who can join, and other requirements):**

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**IV. Elections**

State when elections take place, who is eligible for a leadership position, and how long can an officer serve (Note: all terms must be for the academic year):

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**V. Designated Officers and Responsibilities:**

Robotics Club Officer Positions: State the officers you will be appointing to run your club and organization followed by a description of their duties and responsibilities. Possible officer positions may include but are not limited to President, Vice-President, Secretary, Treasurer, Marketing Chair, Historian, and Parliamentarian.

1. Officer and Responsibilities:

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1. Officer and Responsibilities:

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1. Officer and Responsibilities:

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1. Officer and Responsibilities:

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**VI. Meetings: State when, where, and purpose of meetings for your club/organization.**

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**VII. Decision Making: How will your club/organization make fair decisions.**

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**VIII. Finances and Budget: How will your club/organization raise, handle, and operate funds.**

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**IX. Recall: Reasons to recall member from club/organization.**

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**X. Amendment Procedures: How should a member propose an amendment to the club/organization’s constitution and how will the amendments be carried out for approval.**

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**XI. Ratification: What are the requirements for the ratification of this constitution?**

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**XII. Club Directory advertisement:** Please provide a few sentences describing the club and organization, meeting time, and the advisor’s contact information. This will be posted on the Yavapai College Club and Organizations webpage.

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