

STUDENT

CODE: 5041

ITEM: 9142

STUDENT ORGANIZATIONS

The College recognizes that all students can benefit from involvement in extracurricular activities and encourages student participation in student organizations. College sponsored student organizations provide opportunities for: supplemental learning, leadership development, consensus and team building, socialization, fellowship, group participation, project and skills development, service learning, and other benefits.

Student organizations must be recognized by the Board of Governors in accordance with the Student Organization Procedures. College recognition grants student organizations the right to meet and conduct business on campus, to wear the College name, to raise and expend funds, and to represent the College through approved activities.

Original policy date: 06/11/98 (Item #8318)

Revision date: 07/11/02 (Item #9142)

STUDENT ORGANIZATION PROCEDURES FOR COLLEGE RECOGNITION

Student organizations seeking college recognition shall make their request to the Student Activities Office as per the following procedures:

1. Prospective student organization members must inform the Student Activities Office of their intent to organize and identify a faculty/staff member(s) who is willing to serve as Advisor(s).
2. The prospective student organization must submit to the Student Activities Office a charter that defines the purpose of the organization, consistent with the Mission of Northeast Community College. A copy of the charter template can be acquired on diskette from the Student Activities Office or on the NECC website.
3. Upon receipt and conditional approval of the organizational charter by the Student Activities Office, prospective organization members, with the help of their advisor(s), will develop a constitution following the constitution template found in Code 5041.c. A copy of the constitution template can be acquired on diskette from the Student Activities Office or on the NECC website.
4. Student organization activities and fund raising events consistent with the organizational charter and the Student Organization Guidelines may be conducted subsequent to charter approval.
5. The prospective student organization must submit their constitution to the Student Activities Office, which then recommends it to the Student Services Standing Committee for consideration.
6. After the Student Services Standing Committee approves the constitution, it is recommended to the President's Council for consideration.
7. Upon approval, the President's Council recommends the constitution to the Board of Governors for their consideration and approval to be recognized for Active Status.
8. A copy of the approved constitution and any subsequent amendments must be kept on file in the Student Activities Office.
9. Student organizations may amend the approved constitution as described in Article 9 of the constitution.
10. Denial of approval of a proposed student organization charter or constitution may be appealed through the Student Grievance process identified in Policy Code 5060.
11. A student organization will be designated as Inactive if no student interest is shown or if the organization has not met the requirements of their constitution or the Student Organization Guidelines. The organization's financial account will be frozen.
12. A student organization will be Dissolved if it remains inactive for three consecutive years or fails to meet the requirements of their Constitution or the Guidelines for two consecutive years. The organization's financial account will be closed and redistributed to the Student Services auxiliary budget.

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Student organizations and individual members must adhere to the Standards of Conduct described in policy Code 5040 and are subject to sanctions outlined in the Northeast Community College Student Code of Conduct. The Administration reserves the right to withdraw recognition of any student organization for violation of college policies.

Student Organization Guidelines are available in the Student Activities Office, and will serve as an overview of general practices to be followed. A student organization in Good Standing will have met all Guidelines and Constitutional requirements.

Original policy date: 06/11/98 (Item #8318)

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STUDENT ORGANIZATION PROCEDURES
THE CHARTER

The charter is the official written document that creates a new student organization. This document defines the purpose of the student organization and how it will conduct business until the constitution is prepared and approved. The charter is Active for one (1) year after issuance, in which time all preparations and approvals need to be secured.

CHARTER TEMPLATE

Article 1. Name

The name of this organization shall be the Northeast Community College [OFFICIAL ORGANIZATION NAME], hereinafter referred to as the [RECOGNIZED ORGANIZATION NAME].

Article 2. Purpose

The purposes of the [ORGANIZATION NAME] shall be:
[ADDITIONAL PURPOSE STATEMENTS MAY BE ADDED]

- A. To develop leadership.
- B. To cultivate fellowship among the students of Northeast Community College.
- C. To promote volunteerism by conducting special projects that allow [ORGANIZATION NAME] members to learn through providing service activities that meet community needs.
- * D. To promote the development of professional attitudes among students preparing to enter the [MAJOR/PROGRAM] profession.
- * E. To interest capable men and women in [MAJOR/PROGRAM] as a career.
- * F. [OTHER].

Original policy date: 06/11/98 (Item #8318)

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STUDENT ORGANIZATION PROCEDURES THE CONSTITUTION

The constitution of each student organization is maintained by its group membership with the oversight of an approved college advisor(s) and kept on file in the Student Activities Office. This procedural document is to be used as the basis for the Constitution of all recognized student organizations at Northeast Community College. The Administration shall use this template in reviewing and approving the constitutions of all new and existing student organizations. Individual organization differences are permissible in the use of this tool. Several items are suggested as possible wordings and are so indicated with an asterisk. Without diminishing the intent of this document, organization advisors and members are encouraged to add items to this template as necessary when drafting their own Constitutions. The Administration will allow greater latitude in style and content for student organizations that must conform to a national organization with its own Constitution or set of by-laws.

Please “track changes” as corrections are made to the Constitution to indicate what changes have been added or deleted from the template.

For questions regarding the preparation or presentation of the first DRAFT Constitution, contact the Student Activities Office.

CONSTITUTION TEMPLATE

ARTICLE 1. NAME AND PURPOSE

Section 1. The name of this organization shall be the Northeast Community College [OFFICIAL ORGANIZATION NAME], hereinafter referred to as the [RECOGNIZED ORGANIZATION NAME].

Section 2. The purposes of the [ORGANIZATION NAME] shall be:
[ADDITIONAL PURPOSE STATEMENTS MAY BE ADDED]

- A. To develop leadership.
- B. To cultivate fellowship among the students of Northeast Community College.
- C. To promote volunteerism by conducting special projects that allow [ORGANIZATION NAME] members to learn through providing service activities that meet community needs.
- * D. To promote the development of professional attitudes among students preparing to enter the [MAJOR/PROGRAM] profession.
- * E. To interest capable men and women in [MAJOR/PROGRAM] as a career.
- * F. [OTHER].

ARTICLE 2. GOVERNANCE

The [ORGANIZATION NAME] shall be governed by its Constitution and any other actions as mandated by the membership that are consistent with this Constitution.

ARTICLE 3. MEMBERSHIP

Section 1. Eligibility

- A. Membership in the [ORGANIZATION NAME] shall be comprised of Northeast students who support the purpose of this organization.
- B. Members of the [ORGANIZATION NAME] must adhere to the Northeast Community College Student Code of Conduct.
- * C. A Grade Point Average of [MINIMUM G.P.A.] must be maintained. When a member's cumulative G.P.A. falls below [MINIMUM G.P.A.], he or she has one semester in which to bring the average to [MINIMUM G.P.A.]. If he or she fails to raise the cumulative G.P.A. to [MINIMUM G.P.A.] after one semester, the member shall have his or her name stricken from the membership roll. Once a student's name is stricken from the roll, all privileges of membership are revoked.
- D. The [ORGANIZATION NAME] shall not deny membership to any person because of race, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital status, age, or disability.

* *Section 2. Dues*

The dues of the [ORGANIZATION NAME] shall be recommended by the [ORGANIZATION NAME] membership.

ARTICLE 4. ADVISOR(S)

Section 1. The advisor(s) shall be a faculty/staff member(s) approved by the administration.

Section 2. The advisor(s) shall not be a voting member of the organization but shall serve in an advisory capacity.

Section 3. The advisor(s) shall be responsible for overseeing the completion and submission of all required college forms in the process of conducting organization activities and business.

Section 4. The advisor(s) shall be responsible for overseeing organization activities and shall act on behalf of the college administration.

Section 5. For the purpose of conducting organization activities and business, the advisor(s) shall report to the Student Activities Office.

ARTICLE 5.

OFFICERS

[ADDITIONAL OFFICERS AND DUTIES MAY BE ADDED]

- Section 1.* **Composition**
The officers shall be a President and Secretary. [VICE PRESIDENT AND TREASURER OPTIONAL; ALL DUTIES MUST BE ASSIGNED TO A DESIGNATED OFFICE]
- Section 2.* **Eligibility - To be eligible for office, a person must be:**
A. Enrolled at Northeast Community College.
B. A member of the [ORGANIZATION NAME].
C. In good standing at the institution and the organization.
- Section 3.* **Elections**
Nominations for office will be accepted by application or by verbal nomination from the floor. Plurality of votes cast will determine the new officer.
- Section 4.* **Term of Office**
Officers will serve a one-year term. Elections will be held [SPECIFY]; terms of office will begin [SPECIFY].
- Section 5.* **Duties**
[ALL DUTIES MUST BE ASSIGNED TO A DESIGNATED OFFICE IF OPTIONAL OFFICES ARE NOT FILLED]
- A. The duties of the President shall be as follows:
1. Preside over all business meetings.
2. Vote only in case of a tie.
3. Present business to the organization.
4. Work closely with the advisor(s) to guide organization activities and to conduct business.
5. In the absence of the Secretary, will assign a member to record minutes.
- * B. The duties of the Vice President shall be as follows:
1. Perform all duties of the President in the event of his or her absence.
2. Perform other duties as directed by the President.
- * C. The duties of the Treasurer shall be as follows:
1. Perform all duties of the President and Vice President in the event of their absence.
2. Maintain the [ORGANIZATION NAME] account(s) through the Northeast Business Office, receiving all money and authorizing expenditures with the advisor(s) approval.
3. Keep a set of books, which shall be audited by the advisor(s) before the office is relinquished.
4. Make a report of finances at each business meeting.

5. Co-sign all documents for expenditures of organization funds.
 6. Perform other duties as directed by the President.
- D. The duties of the Secretary shall be as follows:
1. Take attendance at the meetings.
 2. Record minutes of meetings and distribute copies to the advisor(s) and the Student Activities Office.
 3. Perform all duties of the President in the absence of other officers.
 4. Maintain records of the meetings.
 5. Maintain a file of the [ORGANIZATION NAME] correspondence.
 6. Perform other duties as directed by the President.

Section 6. Vacancies

- A. When an officer must resign before serving a complete term, a special election shall be held at the first meeting following the resignation. The President, with the approval of the advisor(s), shall have the power to make a temporary appointment at his/her discretion until a meeting can be held.
- B. When an officer is seen to be unfit to perform his or her duties, impeachment procedures may begin:
1. An officer may be removed from office for neglecting duties, as determined by the remaining officers and the [ORGANIZATION NAME] advisor(s).
 2. The defending officer has the right to request a hearing with the remaining officers and advisor(s), after which the determination of removal or retention will be made.
 3. The [ORGANIZATION NAME] advisor(s) shall have three days, post hearing, to give notification to the defending officer regarding retention, conditional retention, or termination from office.

ARTICLE 6. MEETINGS

Section 1. A minimum of six general membership meetings and/or activities will be held during an academic year.

Section 2. All general membership meetings will include the following:

- A. Opening
- B. Approval of the minutes
- C. Financial report
- * D. Committee reports
- E. Unfinished business
- F. New business
- G. Announcements
- H. Adjournment

ARTICLE 7. RULES OF PROCEDURE

[CHOOSE ONE -- CONSENSUS MODEL OR PARLIAMENTARY PROCEDURE]

* *Section 1.* Consensus Model: This process should result in the development of trust, the gaining of ownership, enhancement of communications, and support for decisions.

- A. Decisions are made when a consensus is formed among the members present.
- B. Professional courtesy shall be demonstrated. Each person's opinion is considered. The goal is to build a consensus on a particular issue so that the majority can support the decision as a whole, although they may not agree with all of its components.
- C. Meetings are structured with a free exchange of information and ideas with roll call voting only when a consensus is not reached. The President shall vote only in the case of a tie.

* *Section 1.* Parliamentary Procedure

- A. All parliamentary procedure will be in accordance with the current revised edition of Robert's Rules of Order.
- B. Voting
 - 1. At all meetings each member of the organization present shall have one vote. The President shall vote only in the case of a tie.
 - 2. Minimum support for approval for all measures shall be simple majority unless otherwise specified in the Constitution.

ARTICLE 8. FINANCES

* *Section 1.* An [ANNUAL, ONE-TIME, ETC.] membership fee must be paid prior to induction into the [ORGANIZATION NAME].

* *Section 2.* Revenues for the [ORGANIZATION NAME] will be raised by various fundraising activities conducted by [ORGANIZATION NAME] members during the year. The advisor(s) and the Student Activities Office must approve all fundraising events.

Section 3. Disbursement vouchers must be submitted with original invoices and supporting documentation.

Section 4. Financial records of the [ORGANIZATION NAME] shall be audited annually by the advisor(s).

Section 5. All funds of the [ORGANIZATION NAME] are considered public funds which must be processed by the Northeast Business Office and which will be identified within the agency fund.

ARTICLE 9. AMENDMENTS

Any member shall propose amendments to this constitution. During a regularly scheduled meeting, the constitution may be amended by a vote of two-thirds of the membership provided that the proposed amendment has been presented at a previous meeting. All amendments must then be approved by the advisor(s), the Student Activities Office, and the Vice President of Student Services.

The Constitution of each Student Organization is maintained by its group membership with the oversight of an approved college advisor(s) and kept on file in the Student Activities Office.

Approved by the Student Services Standing Committee: _____

Approved by the President’s Council: _____

Approved by the Board of Governors: _____

Approved amendment (s): _____

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