

## **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.

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Approved by the Student Services Standing Committee: \_\_\_\_\_

Approved by the President's Council: \_\_\_\_\_

Approved by the Board of Governors: \_\_\_\_\_

Approved amendment (s): \_\_\_\_\_  
\_\_\_\_\_

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