*SAMPLE CONSTITUTION*

*CONSTITUTION OF (name of club)*

*Northland Community and Technical College*

*Date Ratified*

***Article I – Name***

* 1. *The name of this organization shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).*
  2. *The \_\_\_\_\_\_\_\_\_ is a student organization at Northland Community and Technical College and is affiliated with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

***Article II – Purpose***

*The purpose of this organization shall be. . . . .*

***Article III - Membership***

1. *The \_\_\_\_\_\_\_\_\_\_\_ is open to any student in good standing enrolled at Northland Community and Technical College who (eligibility requirements: interest in a subject, enrollment, number of credits, GPA, etc.)*
2. *Northland Community and Technical College has an all-comers policy. Consequently, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ must allow any interested student to participate, become a member, or seek leadership positions in the organization regardless of their status or beliefs.*
3. *Voting privileges shall be granted to students in good standing enrolled at Northland Community and Technical College.*
4. *The responsibilities of all members shall include … (attendance, participation, payment of dues, GPA maintenance, no probation or suspension, etc.)*
5. *Assessment and Dues (Will there be dues? How will they be determined?)*
6. *Membership may be terminated by . . . . .*

***Article IV – Officers***

1. *Officers*

*The officers of the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall include (the president, vice president, secretary-treasurer, etc.)*

1. *Eligibility*
   1. *All officers must be enrolled students in good standing at Northland Community and Technical College.*
   2. *(Other qualifications for holding office may include length of membership, class standing, enrollment in a program, minimum GPA, etc.)*
2. *Duties and Responsibilities*
   1. *The president shall preside at all meetings of the organization, represent the organization to the college and others, and shall convene the executive committee at least monthly during an academic session.*
   2. *The vice president shall assume the duties of the President in his/her absence and serve as a member of all sub-committees.*
   3. *The secretary-treasurer shall keep all records of official business and financial transactions.*
3. *Election*

*1. Officers shall be elected by a simple majority vote of the members present at the first meeting of the fall semester.*

*2. If vacancies occur in any of the offices, new officers shall be elected by a simple majority present at the meeting after the announcement of the vacancy.*

1. *Removal*
   1. *An officer may be removed at any time with or without cause by a 2/3 majority vote of the total voting membership.*
   2. *Automatic removal of officers shall occur if eligibility standards are not maintained or if academic or behavioral probation or suspension are imposed upon the officer.*

***Article V – Committees***

1. *Standing Committees*
   1. *The Executive Committee shall be comprised of the elected officers of the organization and shall meet to prepare agenda items and informational reports, and to collaborate on the business of the organization. The Executive Committee may, with a majority vote, authorize expenditures of up to $\_\_\_\_\_ for routine operational expenses.*
   2. *The program committee shall*
   3. *The \_\_\_\_\_\_\_\_ committee shall*
2. *Ad Hoc Committees*
   1. *The (organization, Executive committee) may establish ad hoc committees at any time as deemed necessary.*
   2. *The President shall appoint members to the ad hoc committees.*

***Article VI – Operations***

1. *Quorum*

*A quorum for conducting any business of the organization shall consist of a simple majority of the total membership.*

1. *Meetings*
   1. *The regular meeting schedule of \_\_\_\_\_\_\_\_\_\_ shall be determined at the first meeting of each semester and will be distributed in writing to all members.*
   2. *Special meetings may be called by the Executive Committee and notice shall be given in writing to all members.*
2. *Organization Business*
   1. *The conduct of business of the organization shall comply with Robert’s Rules of Order.*
   2. *The organization shall comply with sound practices of financial management. All funds shall be maintained in accounts maintained by the college business office.*
   3. *Should this organization disband, the Executive Committee shall disburse the assets to \_\_\_\_\_\_\_. Should no officer be available, the campus Dean of Students of Northland Community and Technical College shall be authorized to make the disbursal.*
3. *Advisor*

*The \_\_\_\_\_\_\_\_\_\_\_ shall have an advisor appointed by the college administration. The advisor shall attend meetings and serve as a liaison between the organization and the college.*

***Article VII – Ratification and Amendments***

1. *Ratification*

*This Constitution shall become effective upon a 2/3 vote of the initial membership, and chartering of the organization by the College Student Life Committee.*

1. *Amendment*
   1. *This constitution may be amended by a 2/3 vote of (the total membership).*
   2. *Amendments may be submitted in written form to the Executive Committee. The Executive Committee must approve the amendment for inclusion on a ballot.*

*RESPONSIBILITIES OF THE CLUB*

*(Local and National)*

*Clubs receiving recognition at Northland Community and Technical College must comply with the following criteria. Any organization which does not adhere to these criteria may be reviewed by the campus Den of Students and may be subject to disciplinary through the Student Code of Conduct.*

1. *The purpose of the activities of both local clubs and affiliated national organizations are lawful, and the purposes and activities of the club are not in conflict with college and state regulations.*
2. *Memberships of both local clubs and affiliated national organizations are to operate under an all-comers policy. The club or organization must allow any interested student to participate, become a member, or seek leadership positions in the club or organization regardless of their status or beliefs.*
3. *Participating memberships shall include at least five (5) students of Northland Community and Technical College. Offices of the club shall be open only to currently enrolled students at NCTC who are carrying a minimum set by the club or organization. Honorary membership for other parties is permitted.*
4. *The activities of the club must contribute to the positive development and welfare of club members. Acts which create situations not consistent with the organization’s by-laws, rituals or policies or the policies of the college will not be permitted.*
5. *The organization must have a Northland Community and Technical College faculty or staff member as an advisor.*
6. *Bookkeeping and budgeting procedures are as follows:*

* *Any and all funds which belong to the organization must be maintained in an account at Northland Community and Technical College.*
* *For audit purposes, all organizations must have a budget account through the Business Office (even if they do not receive funding).*
* *Financial statements will be provided by the campus Business Office.*
* *Information concerning disbursement of funds, if the organization dissolves, must be provided for in the constitution of the organization.*
  1. *The organization and its members must not enter into a contract on behalf of the Minnesota State Colleges and Universities (MnSCU). Contracts for services are available through the campus business managers.*

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*Club President Date Advisor Date*

***SUBMIT THIS WITH THE PERMANENT RECOGNITION FORMS***