Sample Constitution

ARTICLE ONE - NAME

Section 1: The Name of this organization shall be _____________________

ARTICLE TWO - PURPOSE

Section 1: The purpose of this organization shall be to _____________________
(promote, organize, manage, direct, assist, recognize, etc...)

ARTICLE THREE – MEMBERSHIP

Section 1: The membership of this organization shall consist of _____________________
(all members of the MCC Community, MCC Students, MCC faculty and staff)

Section 2: Honorary & Associate Members
(will the club have honorary members and associate members? )

Section 3: Eligibility requirements
(example: qualifications for membership; currently enrolled at MCC, in good academic standing and have an active interest in the club)

ARTICLE FOUR – OFFICERS

Section 1: The officers of this organization shall be the President, Vice President, Secretary and Treasurer. (and any other officers the club may need)

Section 2: To be an eligible officer of this club, students must have a minimum GPA of 2.5 and have a regular attendance at meetings.

Section 3: The term of office shall be one year.

Section 4: Duties of the officers shall be included but not limited to the outline specified in the MCC handbook for clubs and organizations.

Section 5: In the event that an officers does not continue to meet the qualifications for said office, the officer may be removed by majority vote.

Section 6: Upon the removal of an officer, the club members shall nominate and vote for a new officer.
ARTICLE FIVE – MEETINGS

Section 1: Regular meetings of this organization shall be held monthly, more as needed.

Section 2: Special meetings may be called at any time by the president upon petition of majority members of upon petition of majority officers upon three days notice of such meeting to members.

Section 3: A quorum shall consist of a majority of voting members present at any regular or special meeting.

Section 4: Roberts Rules of Order shall govern the club in the order of its business.

ARTICLE SIX - ELECTIONS

Section 1: Election of officers shall be held at the beginning of the Fall semester on the day of the second meeting.

Section 2: Only voting members may vote for the election of an officer. IF a member is absent and wished to vote, he/she must give a written ballot to the advisor, in order for his/her vote to count.

Section 3: Notice of elections shall be given two weeks in advance to the day of the elections.

ARTICLE SEVEN – EXECUTIVE AUTHORITY

Section 1: There shall be 1 or more full time faculty or staff advisors who shall be members ex-officio, without vote.

Section 2: Advisors shall be nominated by the club officers, and voted upon by the members of this organization.

Section 3: Powers and duties of the Advisor are as set forth in the MCC Handbook for Clubs and Organizations.

ARTICLE NINE – COMMITTEES

Section 1: There will be no standing committees for this club.

Section 2:

ARTICLE TEN - DUES

Section 1: There shall be no dues to join this club.
ARTICLE TEN – AMENDMENT AND BYLAWS

Section 1: This Constitution may be amended and adopted by ¾ of the membership present and voting at any regular/special meeting.

Section 2: Notice of official Amendment shall be given exactly one week from the date of vote.

AUTHORIZATIONS

_________________________________________________________________________    _____________
Club President        Date

_________________________________________________________________________    _____________
Club Advisor        Date

_________________________________________________________________________    _____________
Student Senate President or Designee     Date

_________________________________________________________________________    _____________
Director of Student Activities      Date

_________________________________________________________________________    _____________
Dean of Student Affairs

*** Attach Club Minutes adopting the Constitution