Sample Constitution

ARTICLE ONE - NAME

Section 1: The Name of this organization shall be the Outdoor Club

ARTICLE TWO - PURPOSE

Section 1: The purpose of this organization shall be to promote interest in the fields of outdoor pursuits.

ARTICLE THREE – MEMBERSHIP

Section 1: The regular membership of this organization shall consist of MCC students, staff and faculty.

Section 2: Honorary Members (non-affiliated MCC individuals who are invited to be non-voting members) Associate Members. (non-affiliated MCC individuals who have requested <non voting status> membership and are approved by the executive board)

Section 3: Eligibility requirements are current MCC students in good academic standing and MCC faculty and staff.

ARTICLE FOUR – OFFICERS

Section 1: The Executive Board of this club shall consist of the President, Vice President, Treasurer, and Secretary.

Section 2: Qualifications for each office: any club member meeting Student Senate Constitutional requirements (minimum of a 2.5 GPA, currently enrolled at MCC, previously earned 3 credits at MCC and have paid the Student Activity fees)

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

Section 4: Duties and Privileges of officers:

a) President
   1. Shall serve as executive leader at all meetings and has the right to call special meetings.
   2. Shall prepare and disperse an agenda prior to each meeting.
   3. May request volunteers to carry out special tasks when the need arises.
   4. Shall carry out all other duties as outlined in the MCC Handbook for Clubs and Organizations.

b) Vice-President
1. Shall be an assistant to the President and carry out the President’s duty in their absence.

2. Shall delegate a Student Senate Representative during the general Outdoor Club meeting that is prior to the next Student Senate Meeting.

3. Shall carry out all other duties as outlined in the MCC Handbook for Clubs and Organizations.

c) Treasurer

1. Shall be responsible for the distribution and management of all Outdoor Club funds and submit monthly financial reports to the club and to the Student Senate.

2. Shall prepare and hand in a budget proposal to the Student Activities office before October 1st.

3. Shall prepare payment vouchers and sign forms requesting Club funds.

4. Funds will be kept in the Business Office. The Treasurer shall be responsible for auditing.

5. Shall carry out all other duties as outlined in the MCC Handbook for Clubs and Organizations.

d) Secretary

1. Shall receive and keep all documents pertaining to the club including the minutes and provide copies when needed.

2. Shall distribute minutes of meetings within 5 days of the last meeting.

3. Shall prepare and be responsible for an attendance sheet for all meetings.

4. Shall maintain and submit copies of all paperwork and forms made available by the Student Activities office.

5. Shall post information of website.

6. Shall carry out all other duties as outlined in the MCC Handbook for Clubs and Organizations.

Section 5: Any officer neglecting their duties or failing to abide by the rules and regulations as set forth in the MCC Handbook for Clubs and Organizations shall be removed from office according to the rules set forth in the student senate constitution.

Section 6: A new officer may be installed to assume responsibilities of a removed officer at the next general or special meeting.

ARTICLE FIVE – MEETINGS

Section 1: Regular meetings of this organization shall be held once a month, more as needed and shall be conducted using Roberts Rules of Order.

Section 2: The President, giving at least 2 days notice of such meeting to members, may call special meetings at any time.

Section 3: A quorum shall consist of a majority of voting members present.
Section 4: Only currently enrolled MCC students are eligible to vote. Voting shall be conducted using Roberts Rules of Order.

ARTICLE SIX – ELECTIONS

Section 1: Election of officers shall be held at the beginning of the school year, no later than the second meeting.

Section 2: Only currently enrolled MCC students are eligible to vote.

Section 3: Notice of election has to be at least one meeting before voting. Members who participate in voting must have attended at least one previous meeting.

ARTICLE SEVEN – EXECUTIVE AUTHORITY

Section 1: The executive authority of this organization shall be vested in the Executive Board.

Section 2: The Executive Board shall consist of the President, Vice President, Secretary, Treasurer and Advisor (member ex-officio).

Section 3: The Powers and duties of the Executive Board shall be as set forth in the MCC Handbook for Clubs and Organizations.

Section 4: The Executive Board meeting minutes and reports shall be given to members at all general meetings.

ARTICLE EIGHT – ADVISORS

Section 1: There shall be at least one full time faculty or staff advisor who is also a member of the Outdoor Club.

Section 2: Any full time MCC faculty or staff member will to assume the duties may become the advisor.

Section 3: Advisors shall advise the officers and club members in making decisions, monitor the activities of the club, sign requests for funds and events and assume all other duties as outlined in the MCC Handbook for Clubs and Organizations.

ARTICLE NINE – COMMITTEES

Section 1: There will be no standing committees.
ARTICLE TEN – DUES

Section 1: There will be no dues for this club.

ARTICLE ELEVEN – AMENDMENT

Section 1: This Constitution may be amended by 2/3 of regular membership present and voting at any regular/special meeting; provision may be made for vote at more than one meeting.

Section 2: Advance notice of amendments will be given no later than two weeks prior to meeting.

ARTICLE TWELVE – BY LAWS

Section 1: Two weeks advance written or verbal notice is required to adopt the amendment.

Section 2: The amended constitution may be adopted by a majority of the voting membership at any regular or special meeting.

AUTHORIZATIONS

_________________________________________   _______ _____________
Club President        Date

_________________________________________   _______ _____________
Club Advisor        Date

_________________________________________   _______ _____________
Student Senate President or Designee     Date

_________________________________________   _______ _____________
Director of Student Activities     Date

_________________________________________   _______ _____________
Dean of Student Affairs     Date

*** Attach Club Minutes adopting the Constitution