

# Sample Constitution

## PREAMBLE

We, the members of (New Student Organization), to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

## ARTICLE I

### Name

The name of this organization shall be (New Student Organization Name), hereafter referred to as (NSO).

## ARTICLE II

### Purpose

The purpose of NSO shall be to help provide information and assistance to groups wishing to become registered student organizations at Hawkeye Community College.

## ARTICLE III

### Membership

Section 1: Membership in NSO shall be limited to persons officially connected with the College as students, faculty, or staff (with voting privileges restricted to students).

Section 2: Membership in NSO shall not be limited to persons based on their race, color, religion, gender, national origin, age, ability, or sexual orientation.

Section 3: Active membership in NSO shall be conferred upon those members who, in addition to the above requirements, have paid the semester dues (if applicable) in full within one month of the first day of classes.

## ARTICLE IV

### Organization

Section 1: The officers of the organization shall be elected from the active members. Any student seeking to hold office must have and maintain an overall grade point average not less than 2.5.

Section 2: The elected officers of NSO shall consist of a President, Vice President, Secretary, and Treasurer, which shall serve as the Executive Committee.

Section 3: Elections:

- A. All officers shall be elected on or before April 1st of each year, and shall serve on-year terms, which may take effect after April 1.
- B. All officers shall be elected by a majority of the votes cast. Only active members are eligible to vote. If no candidate for an office receives a majority of the votes cast, then only the top two candidates will be placed on a second ballot for that office until a majority is reached.
- C. A quorum of one-half of the active membership shall be required for all meetings where officer nominations or elections take place.

- D. All elections shall be conducted by secret ballot. The ballots shall be tabulated by any officer not on the ballot and the faculty advisor.

Section 4: Officer's Duties:

- A. The President shall preside at all NSO meetings and have the authority to appoint all committee chairpersons, to create new committees, to nominate a faculty advisor to be approved by the active members, and to act as a spokesperson for the organization.
- B. The Vice President shall preside at all NSO meetings in the President's absence, and in the event of his/her resignation, shall become the President of the organization for the duration of the term. The Vice President will support the President on special projects.
- C. The Secretary shall handle and keep a record of all NSO business and correspondence, including but not restricted to recording minutes at all NSO meetings, keeping an up-to-date file on all members, and informing members of all NSO meetings and activities.
- D. The Treasurer shall handle all financial transactions of the organization, including, but not restricted to the collection of dues (if applicable) and recording all transactions.

Section 5: The faculty/staff advisor to NSO shall be nominated by the Executive Committee and approved by a majority vote of a quorum of active members. The faculty/staff advisor must be selected from full-time faculty or administrative members of the College.

## ARTICLE V

### Dues and Finances

Section 1: The dues for NSO (if applicable) will be established by the Executive Committee. Payment of dues must be received by the Treasurer within one month of the first day of class of each semester to be an active member of NSO.

Section 2: NSO will finance its activities through membership dues, fundraising projects, or funding from SLC allocations, if so granted.

## ARTICLE VI

### Meetings

Section 1: The first meeting of the fall shall be held within two weeks after classes start.

Section 2: Regular meetings shall be held at least once a month during the school year at times set by the organization.

Section 3: The meetings shall be conducted in accordance with the revised edition of Robert's Rules of Order.

Section 4: The basic agenda at regular meetings shall follow:

- A. Call to order.
- B. Roll Call (Optional).
- C. Approval of minutes.
- D. Executive committee report.
- E. Officer report.

- F. Committee reports.
- G. Old business.
- H. New business.
- I. Announcements.
- J. Adjournment.

Section 5: Action on any business, old or new, requires a quorum of one-half of the active membership of the organization.

## ARTICLE VII

### Removal from Office

Section 1: An NSO officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

Section 2: A written request stating the reasons for dismissal and signed by at least three (3) active members of the organization must be submitted at a regularly scheduled meeting.

Section 3: Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to that regular meeting prepared to speak.

Section 4: A two-thirds (2/3) affirmative vote of all active members is required to remove the officer from office.

## ARTICLE VIII

### Constitutional Amendments

Section 1: The Constitution is binding to all members of NSO, but is not binding unto itself.

Section 2: Amendments to the Constitution must be proposed in writing by an active member of NSO at any regular meeting at which two-thirds (2/3) of the active members are present.

Section 3: Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

Section 4: Proposed amendments will become effective following a three-fourths (3/4) affirmative vote of the active members.

### Executive Board Positions

#### President

- Preside at all meetings of the SLC and Executive Board.
- Be an official representative of the students of Hawkeye Community College.
- Is a liaison among the students, administration, and faculty.
- Sees that all carried motions are executed, committees perform their duties, and all Executive Board business is in order.
- Appoints senators to committees with the advice and consent of Executive Board.
- Take on other duties as assigned.

#### Vice President

- Assume Presidential duties in the absence of the President.
- Be an official representative of the students of Hawkeye Community College.
- Is a liaison among the students, administration, and faculty.
- Serves as coordinator of all SLC committees.
- Take on other duties as assigned.

#### Secretary

- Be responsible for taking and recording the minutes of all SLC and Executive Board meetings and distributing the minutes prior to the next SLC meeting.
- Take roll call and mark absentees at each SLC meeting.
- Be responsible for all letters and correspondences to and from anyone outside of the SLC, give a report if such correspondent in and correspondence out, as approved and ordered by the SLC.
- Assume Presidential duties in the absence of the President and Vice-Presidents.
- Insure and maintain a proper record system for use of the SLC as well as for public inspection.
- Periodically inspect and confirm Financial Administrators reports.
- Perform such functions as may be deemed proper activity for an officer of the SLC.

#### Treasurer

- Be responsible and accountable for the recording and disbursement of all SLC funds.
- Serve as a liaison between the SLC and the College Business office.
- Maintains files of all clubs'/organizations activities and financial expenditures.
- Is a liaison between clubs/organizations and the SLC.
- Performs functions as deemed proper activity for an officer of the SLC.