

# STUDENT ORGANIZATION REGISTRATION

*Registered student organizations at Dalton State College are required to have an approved constitution. The information below includes the minimal information needed for approval by the Student Life Office; see the staff for assistance and more detailed information.*

*Organizations which are affiliated with a national organization are required to file a copy of the National Constitution of that group as well as a local chapter constitution with the Student Life Office.*

*Clarifying the minimal information listed below in a constitution will allow officers to have a clear guide to their functions.*

*Constitutions can also be used to clarify the goals, mission and original intent of the organization. A constitution should provide information to current (and future) members and officers of your organization concerning how the organization is to function. All organizations are different and unique, and the constitution should reflect this.*

*Constitutions should be reviewed with outgoing and incoming officers each year or as changes occur within the organization. Revisions to constitutions should be carefully considered and approved as indicated in the document. When changes are made, a copy of the revised document should be filed with the Student Life Office.*

## ARTICLE I: NAME & PURPOSE

**Section A: Name** – The name of this club shall be [name of club].

**Section B: National Affiliation** – If the club is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of this document: “The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of Dalton State.”

**Section C: Purpose** – The purpose of this club shall be:

1. [List in detail the purposes and objectives of the clubs.]
- 2.
- 3.
- 4.

## ARTICLE II: MEMBERSHIP & DUES

**Section A: Eligibility** - Membership shall be open to [define membership qualification, i.e., majors in a particular academic area, etc.] upon payment of the dues as outlined in Section D.

**Section B.** Members are considered in good standing if they attend at least two meetings per semester and at least one special event that is co-hosted by Club Name. Only members in good standing are allowed voting privileges.

**Section C. Non-Discrimination Statement:** Individuals shall not be excluded from membership on the basis of age, race, gender, disability, national origin, religion, or sexual orientation.

**Section D: Dues** – Dues shall be \$\_\_\_\_\_ per year. [List national and state dues separately if applicable].

### **ARTICLE III: OFFICERS**

**Section A: Officers** – The officers shall be a President, Vice-President, Secretary, and Treasurer. [These are general officers, add officers specific to the needs of the club, if necessary.]

**Section B: Eligibility** – Officers must be\_\_\_\_\_ [full-time students, carrying at least 6 credits, etc.]

**Section C: Election** – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

**Section D: Term** – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

**Section E: Vacancy** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

### **ARTICLE IV: DUTIES OF OFFICERS**

**Section A: President** – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office

**Section B: Vice-President** – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as chairperson of the Program Committee

**Section C: Secretary** – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club

**Section D: Treasurer** – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed

## **ARTICLE IV: REMOVAL OF OFFICERS**

**Section A:** Grounds for removal of an officer include the following:

- Failure to perform the duties of the office as set forth in the Constitution of the organization;
- Failure to uphold the provisions of the constitution
- An officer may be removed by the following process
  - A petition to remove the officer in question must be submitted to the secretary or another officer. Such a petition must be supported by 10% of the voting members of the Association.
  - Upon receipt of the petition the President shall call a meeting of the association to decide upon removal. Until vote of removal, the officer in question may be removed from assigned duties.
  - The grounds for removal are to be presented by the President at a regular or special meeting of the Association
  - The officer in question will be provided the opportunity to provide their defense.
  - A two-thirds majority vote shall decide removal.

## **ARTICLE V: MEETINGS**

**Section A:** Meetings – Regular meetings shall be held monthly during the regular school year.

**Section B:** Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.

**Section C:** Quorum – A quorum shall consist of [fifteen (15)] members. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]

**Section D:** Parliamentary Authority – Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

**Section A: Responsibility** – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

**Section B: Membership** – This committee shall consist of the officers as listed in Article III and the faculty advisor.

**Section C: Meetings** – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

## **ARTICLE VII: ADVISOR**

**Section A: Selection** – there shall be a faculty/staff advisor who shall be selected each year by the membership.

**Section B: Duties** – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.

- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

### **ARTICLE VIII: COMMITTEES**

**Section A: Program Committee** – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

**Section B: Other committees** – [List other committees germane to the club such as finance, publicity, membership, professional relations, social, etc.]

**Section C: Special Committees** – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

### **ARTICLE IX: HANDLING OF FUNDS**

**Section A:** The organization's on-campus account will be managed primarily by the Treasurer/financial officer.

**Section B:** The registration form will indicate to DSC staff which officers are authorized to sign what types of documents concerning funds.

**Section C:** All monies collected on campus, with the exception of dues, MUST BE DEPOSITED into the organization's account.

### **ARTICLE X: AMENDMENTS AND REVISIONS**

**Section A: Selection** – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

**Section B: Notice** – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

**BY-LAWS FOR CLUB NAME**

**ARTICLE 1. DUES**

Member of Club Name will not be responsible for dues. All funding should come from donations and fundraising.

**ARTICLE II. MEETINGS**

**Section A.** General membership meeting will be held monthly.

**Section B.** Officers will be more consistently as specific meeting times.

**ARTICLE III. COMMITTEES**

Committees will be formed by the Vice President on a need-be basis.

**ARTICLE IV. AMENDMENTS TO BY-LAWS**

**Section A.** Amendments to the by-laws may be presented by any member in good standing.

**Section B.** Amendments to the by-laws shall be adopted by a 2/3 vote of the voting body.

**The Student Life staff should receive a copy of the revised document.**

**This constitution was approved as printed above \_\_\_\_\_ (date).**