



Article 1. Name of Organization

1.01. The name of the Organization shall be **(insert name of your organization)**

Article 2. Mission and Philosophy

2.01. The mission of the Organization shall be **(insert the mission of your Organization)**

2.02. The mission of the Organization shall be consistent with the mission of Mott Community College.

2.03. The mission, activities, and practices of the Organization shall not be in conflict with applicable local, Michigan state or federal laws or College policies and procedures presently in force or hereafter enacted.

2.04 This organization shall abide by all applicable rules and regulations of the College and under the privileges as granted by the Student Life Center. This organization shall also abide by the rules and regulations of the College and the Board of Trustees.

2.05. Hazing and harassment practices by the organization shall be prohibited.

Article 3. Membership

3.01. Membership shall be open to all Mott Community College students and must comply with federal laws prohibiting discrimination on the basis of race, sex, handicap, age, sexual orientation, or political or religious affiliation. Compliance with these laws means that membership, benefits, and the election of officers will not be made on the basis of these factors.

(If the club is open only to members of a specific program: insert that information here)

3.02. The Organization shall maintain a membership of at least 4 Mott Community College students serving as Officers.

3.03. Other members of the College community (defined as current faculty, staff, administrators and alumni) may attend the Organization's meetings and activities but may not conduct business on behalf of the Organization, vote, hold positions of responsibility including but not limited to elected, appointed, or volunteer positions or be involved in the finances of the Organization.

3.04 Officers must be a minimum of 18 years of age. Members can be under the age of 18, however, in order to travel anywhere with the club, they must be a minimum of 18 years of age.

3.05 Membership in the Organization shall be determined by attendance at two consecutive meetings of the Organization

3.06. All Members shall have equal rights and privileges with respect to membership, holding an office, and participating in the election of the Officers of the Organization.

Article 4. Officers and Duties

4.01. The Officers of the Organization shall consist of a President, a Vice President, a Secretary, and a Treasurer who shall constitute the Executive Board of the Organization.

4.02. Clubs are required to have a full time faculty or staff member as their advisor. The advisor shall serve as an ex-officio member of the Organization. Ex-officio members shall serve only in a non-voting capacity.

4.03. All club officers shall be registered for a minimum of 6 credits at Mott Community College, have a minimum cumulative GPA of 2.0 and have a good social standing at the College.

4.04. Any Mott Community College student eligible to be an Officer of the Organization shall not be permitted to hold more than one office in that organization at any one time.

4.05. The President of an Organization may not hold a similar position in another Organization registered with the Student Life Center.

4.06. In April of each academic year, the Executive Board of the Organization shall call a meeting of the general membership of the Organization for the purpose of electing new Officers.

4.07. The meeting date for taking nominations and holding elections, as well as the nomination and election process, shall be well publicized to all members of the Organization.

4.08. The President, Vice President, Secretary and Treasurer of the Organization shall be elected by simple majority vote by secret ballot by the Members present during the election meeting. These Officers may not be appointed. The Club Advisor(s) will oversee the elections.

4.09. The outgoing President of the Organization shall notify the Student Life Center of all new Officers by completing the Club Recognition Form.

4.10. The President shall call all meetings of the Membership, regular or otherwise, and shall serve as the chairperson of such meetings. In addition, the President shall, with the advice of the Executive Committee, plan and coordinate the events to be sponsored by the Organization in forthcoming terms; with the Treasurer, if applicable prepare and present an annual budget request to the appropriate funding source.

4.12. The Vice President, in the absence of the President, or should the President prove unable or unwilling to perform the duties described above, shall assume the responsibilities of the President. In addition, the Vice President shall also perform other duties as the President may assign as needed.

4.13. The Treasurer shall be responsible for maintaining accurate financial records of the Organization and shall be allowed to request payment on behalf of the Organization. The

Treasurer, with the President, shall prepare and present any budget requests to the appropriate funding source.. Outside bank accounts are not permitted.

4.14. The Secretary shall be responsible for recording accurate minutes of any Meeting, regular or otherwise, of the Membership or the Executive Committee. The Secretary shall also record all votes of the Membership or Executive Committee. The Secretary shall be responsible for the writing and distribution of a newsletter or other notice to the Membership informing them of any Meeting or other gathering of the Organization, and furthermore shall at all times maintain an accurate and complete list of the Membership of the Organization.

4.15. The advisor to the Organization must be a full time faculty or staff of Mott Community College. The Club Advisor shall serve as a non-voting member of the Executive Committee and shall provide guidance and administrative assistance in the preparation of a program of events to be pursued by the Organization in forthcoming academic year.

4.16. The Executive Board shall propose a program of events or publication to be sponsored by the Organization in forthcoming fall and spring semesters. Proposed programs shall be presented to the Membership for their approval at a general Meeting of the Members of the Organization. The Executive Board shall encourage Members to recommend programs or publication to be sponsored by the Organization. When appropriate, the Executive Committee shall appoint Members to serve as committee chairs to over see the various tasks related to the program or publication and to solicit the involvement of other Members of the Organization.

4.17. Any Officer of the Organization may resign at any time by delivering a written notice or email of such resignation to the President, or in the case of the resignation of the President, to the Vice President. That Officer will notify the Advisor and Student Life Coordinator.

4.18. When an Officer position is vacated, the Executive Board shall hold elections as soon as possible to fill the position by following the Organization's election procedures.

4.19. If any Officer of the Organization is absent from the Mott Community College campus due to a leave of absence or studying aboard the Executive Board shall hold elections to fill the position by following the Organization's election procedures.

4.20. Any Officer of the Organization may be removed from such office by a two-thirds (2/3) affirmative vote of the Members.

Article 5. Quorum and Meetings

5.01. A quorum shall exist at any Meeting of the Membership where at least fifty percent (50%) of the Members are in attendance.

5.02. Actions requiring a vote may only take place when a quorum is present. The Secretary shall record the votes and announce the outcome. They shall also maintain records related to the vote including procedures for voting and the vote count.

5.03. General Meetings of the Organization shall be held a minimum of once per month – October through April.

5.04. A Special Meeting of the Membership shall be called upon written request to the President of at least twentyfive percent (25%) of the Members.

5.05. All Members shall be notified via E-mail of any Meeting and the nature of the business to be transacted there at least one week before such Meeting. No Meeting shall be called with the intent to exclude any one Member or any portion of the Membership.

5.06. The Executive Committee of the Organization shall meet at least once before any Meeting of the Membership at such time and place to be determined by the President. At such Meetings of the Executive Committee a quorum shall be deemed to be the attendance of any three (3) members of the Executive Committee. The Vice President shall reside over this meeting. The President shall reside over the meeting when the Vice President is unable to attend the meeting.

Article 6. Voting

6.01. Each Member shall have one (1) vote.

6.02. There shall be no absentee or proxy voting with respect to any matter.

6.03. All motions require an affirmative vote of a simple majority of the Membership to be effective.

Article 7. Miscellaneous

7.01. This Constitution may be amended or repealed by a two-thirds (2/3) majority vote of the Members of the Organization.

7.02. Any amendment to this Constitution shall be attached hereto and made a part hereof for all purposes.

7.03. This Constitution and any amendments and changes hereto shall be filed by the club with the Office of Student Activities and shall be available to any Member of the Organization for inspection during office hours.

7.04. The Constitution on file in the Office of Student Activities shall be the official Constitution of the organization.