

To: SGA

It is requested by _____ Club that the SGA recognize us as an authorized club at North Country Community College.

Faculty advisor(s) Name _____

The following Students and Faculty/Staff members are submitting this application and will be considered members of this club:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Article I: Titles and Functions

Section I: The name of the organization shall be _____

Section II: General Purpose of the _____ Club shall be

1. Foster higher standards of communications between the students of this club and the campus.
2. Provide activities and events to further the social, emotional and physical well-being of the students in the _____ Club.
3. To improve and establish a better understanding of the College, the Community and world problems that affect us.
4. To Institute and promote outside knowledge on which the organization is based.
5. To promote relationships between Faculty and Student Body.

Section III: Specific purposes of the _____ Club shall be:

1. _____
2. _____
3. _____
4. _____

Section IV: The Functions of the _____ Club shall include the following:

1. _____
2. _____
3. _____
4. _____

Article II: Qualifications for Members

Section I: The membership of the _____ Club shall be accepted from the faculty and all registered students of NCCC without restrictions.

Section II: The members of this club shall have all privileges of membership in the organization and it's component parts.

Section III: Members will _____ will not _____ be required to pay a membership fee (and or) does of _____ per _____.

Section IV: This club shall have at least 5 members in order to function as a club under Student Government Association.

Article III: Officers and Committees:

Section I: The Officers of this organization shall be: President, Vice President, Secretary, Treasurer and SGA Representative who shall be elected according to Article III, Section II.

Section II: The election of officers is to be determined by a majority vote of club members at a regularly scheduled club meeting after adequate prior announcement has been made that elections are to take place. Officers shall be elected in a timely fashion and serve for a term of one year.

Section III: Officers of organizations shall perform the duties usually performed by such officers and also duties specified in this constitution.

A. **President:** Shall be considered chair person of meetings whenever necessary of the organization and conduct them by a formal order of business. The president will be an ex-officio member of all committees.

Qualifications of holding the position are: _____

B. **Vice President:** In the absence of the President, the Vice President shall assume the duties of the president. In event of a vacancy occurring in the office of the President shall serve as President until a successor is elected.

Qualifications of holding the position are: _____

C. **Secretary:** Shall keep the minutes of the organization and committees. Secretary will conduct the general correspondence, preserves all letters, papers and transactions of the organization. Secretary will keep an accurate record of names of officers, members and representatives.

Qualifications of holding the position are: _____

D. **Treasurer:** Shall manage all funds of the organization, paying only bills that have been approved and depositing funds as necessary. Keep an itemized account of all receipts and disbursements and give all written report at all meetings.

Qualifications of holding the position are: _____

E. **SGA Representative:** Represents the interests of this organization at all SGA meetings and shall report back to this organization the business of the Student Government Association. Representative should submit an oral or written statement to the SGA as to the activities of this organization. Representative must appoint another member of this club to act as an alternate to attend the meetings and perform this function when the Representative is temporarily unable to fulfill his obligations.

Qualifications of holding the position are: _____

Section IV: Impeachment Procedures: Officers of this organization may be impeached under the following procedure:

- A. A written statement of charges against the officer be presented at a regularly scheduled meeting.
- B. Officer under impeachment procedure has an ample opportunity to present his case.
- C. A secret ballot vote will be cast and a majority of the members of this club, (not the members present) must vote in favor of impeachment.
- D. Per the College's Code of Conduct, an officer may be removed from position.

Section IV: Club Sub-Committees will be established according to necessity.

Article IV: Meetings

Section I: Special meetings may be called by the president provided all active members receive due notice thereof. In order to have business take place during a meeting, a quorum must be present. A quorum consists of those members who attend a regularly scheduled meeting or those members attending a special meeting in which adequate due notice has been sent to all members.

Section II: The rules contained in "Robert's Rules of Order" shall govern this society in all cases in which they are applicable, and in which they are not inconsistent with constitution of this society.

Section III: Regularly scheduled meetings will take place on _____ of each _____ during the Academic Year.

Article V: The Constitution

Section I: The constitution may be amended at any meeting by a two thirds vote of the members present and voting, provided the amendments have been proposed at least 6 days previous to the meetings.

Section II: Any amendment must follow the same procedures for approval of the Student Government Association as those required for a new charter consideration. If rejected by the Student Government Association, the proposed amendments shall be returned for further consideration. Upon Student Government Association approval, the amendments must be attached to this Constitution in order to be put into effect.

Article VI: Advisors

Before a club can be recognized by the SGA, it must have a minimum of one Faculty advisor.