

STUDENT GOVERNMENT ASSOCIATION CLUB/ORG REGISTRATION



GUIDELINES FOR WRITING A CONSTITUTION

Preamble: options preface to the constitution which usually contains reasons for formation of the club/organization

Constitution: consists of a few fundamental provisions clearly and briefly written. There are at least seven provisions usually stated in separate articles. Each article may be divided into sections. The articles are as follows:

Article I: Name – state the official name of the organization

Article II: Purpose – State the purpose or the goals of the organization. The purpose or goals may be identified through a definition or organizational affiliation to academic, cultural, service-oriented, political, religious, etc. the group should not duplicate the ideals of an existing student organization. Be sure to identify any local, regional, or national affiliations with any other groups and clearly identify how the club/organization supports the North Country Community College vision and/or mission.

Article III: Membership – define eligibility requirements of members inclusive of membership renewal, removal, voluntary discontinuance membership at any time, GPA, etc. membership may only be open to North Country Community College students who are currently enrolled in classes. Membership must include a statement, “... the organization will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, disability/ability, veteran status, marital status or national origin.” Article II must also include guidelines to ensure the organization membership will not practice physical or psychological abusive hazing behaviors – either intentionally, or unintentionally.

Article IV: Officers, Duties, and Requirements – describe the governance structure. Is there an executive board? Is there swearing in of officers? State the duties of officers (call meetings, determine agendas, approve expenditures, etc.) in compliance with the Club Officer requirements, a statement of good academic standing must also appear in this section.

Article V: Meetings - state approximately how often meetings can be held. Identify who has the authority to call meetings. State what number of individuals is required for a meeting’s quorum (if appropriate). How will meetings be run (Parliamentary Procedure, etc?)

Article VI: Elections and Officer Replacement/Removal – state how the officers will be elected, appointed, removed or replaced, state what justifies removal. It is strongly suggested that elections be conducted by democratic procedures. State the time line for elections.

Article VII: Judicial Action (Optional) – state the process for disciplining members of the organization.

Article VIII: Finances – state how the organization will be funded (outside sources, fundraising, SGA)

Article IX: Advisor – state the process for selection and removing an advisor. Advisors must be North Country Community College faculty or staff, which are currently employed, either part-time or full-time, on the campus in which the club is organized.

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Article X: Amendments/Revisions – state the procedures for amending and revising the constitution (posted notices of amendments for two weeks prior to vote, placing an amendment on the floor for two weeks, etc) state who may propose an amendment.

Article XI: Enabling Clause – this must appear at the end of the Constitution: The (name of organization) agrees to abide by the policies and procedures of North Country Community College, the Student Government Association, and SUNY regulations, in additional to all federal, state, and local laws. The Constitution and any revisions or amendments must be approved by the Student Government Association prior to implementation.

By Laws: contain details necessary to amplify and carry out the provisions of the constitution. All by-laws dealing with the same general subject are grouped together under and article. For instance, there are usually several sections relating to committees. These sections are arranged in consecutive order and together form a by-law or article. By-laws may include the following: kinds of membership; election of officer/committees; detailed requirements for membership; provisions for calling and conducting meetings; method of admitting new members' parliamentary authority; number constituting a quorum; powers/duties of committees; vote required for decisions; powers/duties of officers and procedure for amending by-laws.