

_____ Club Constitution

Last updated on _____

Article I: Name

Section A: Name _____

Article II: Purpose

Section A: The purpose of this student organization is to _____. Through this common interest, we hope that students _____

Article III: Membership

Section A: Any currently enrolled MCC student can join.

Section B: All current members can vote on activities and run for elected positions.

Section C: To be considered a member of this club, you must come to at least _____ meeting per _____.

Section D: Memberships must be renewed on Engage each year. Any student can withdraw membership from this club anytime. If a member has not attended a meeting for one whole semester, they may be removed from the roster on Engage and will have to rejoin. A member can be removed from this club for other reasons with a $\frac{2}{3}$ vote of the entire membership. The Director of Student Engagement can also remove any student as needed on a case by case basis.

Section E: Membership is only open to actively enrolled Middlesex Community College students. Alumni cannot hold membership in any form.

Article IV: Meetings

Section A: This club will meet each _____ on _____ days at _____.

Section B: Quorum: For a meeting where decisions are made, 5 members or 51% of the membership, whichever is greater, must be present. Any elected officer can call meetings with the approval of the president of the club.

Section C: Decisions made by the club through a vote where a quorum is present (at least 5 members or 51% of members, whichever is greater, are present) can be made in the following ways (circle one): majority vote, $\frac{2}{3}$ vote, secret ballot.

Section D: The order of business in meetings will be some variation of the following:

- 1) Recap from last meeting

- 2) Current meeting agenda
- 3) Current meeting activities
- 4) Discussion of future meeting and event plans
- 5) Other items as determined by the club

Section E: Dates and times of the meetings will be posted at least three days before the meetings. Agenda items for meetings should be submitted at least two days before the meeting.

Article V: Executive Board and Officers

Section A: Officers include President, Vice President, Secretary, and Treasurer. The [REDACTED] club must have currently enrolled Middlesex Community College students, making satisfactory academic progress (2.0 GPA or better), as its officers. All officers must attend trainings through the Office of Student Engagement as directed

Section B: Duration of Elected Roles/Office

- I. Elected roles/offices can start at the beginning of the fall semester and end at the close of the spring semester.
- II. The same person may keep any role/office for as long as they are voted into that role/office.

Section C. Officers and Duties

I: President

- i: The President is required to attend every club activity and meeting or delegate to the Vice President with advanced notice.
- ii: The President is required to be the point of contact between the Office of Student Engagement and the club membership.
- iii: The President is required to call meetings and work with the rest of the e-board to plan events and activities. The president may set the agenda for the e-board meeting and work with the e-board to set the agenda for the next club meeting.
- iv. The President is required to plan activities and meetings with the e-board as a group

II: Vice President

- i: The Vice President is required to attend all meetings and is responsible for the duties of the President when they are absent. If they cannot attend a meeting, let the other e-board members know in advance.

ii: The Vice President is required to work with the President to plan and execute events and trips.

iii: The Vice President is required to organize special events that are open to club members and the school community.

iv: The Vice President is required to assist with other club activities alongside the President.

III: Secretary

i: The Secretary is required to keep a record of all the members and activities in the club through maintaining the roster on Engage.

ii: The Secretary is required to write up monthly reports on club activities including finances, attendance, meeting notes, etc.

iii: The Secretary should keep minutes of each of the club and e-board meetings.

iv: The Secretary is required to work with the President and Vice President for club activities, events, and trips.

v: The Secretary is required to notify members of the club of club meetings by entering them on Engage.

vi: The Secretary is required to attend all club meetings. If they cannot attend a meeting, let the other e-board members know in advance.

IV: Treasurer

i. The Treasurer is responsible for preparing a budget proposal and presenting it to the Student Government Association if seeking funding through the Office of Student Engagement.

ii: The Treasurer is responsible for maintaining records of club spending, sending receipts to the Office of Student Engagement (when applicable), and working with the Office of Student Engagement to spend funds appropriately.

iii: The Treasurer is responsible for attending all club meetings. If they cannot attend a meeting, they are responsible for letting the other e-board members know in advance.

Article VI: Advisers and Duties

Section A: Faculty/Staff Advisor

I: Provide guidance and support as needed.

II: Is familiar with this Constitution and any plans the club has for events, activities, practices, games, or trips.

III. Accompany club members during any off campus activities

IV. Attend meetings to ensure the club is running well and help facilitate discussions if needed.

V. Provide updates to the Office of Student Engagement regularly and as needed.

Section B: The Office of Student Engagement will:

I. Provide training to all new officers and support to any member of the club.

II. Assist with planning and logistical support of organizational events and programs.

III. Coordinate all organizational purchases according to budget approved by SGA.

IV. Assist with organizational budget management.

Article VII: Elections

Section A: Elections will be held every spring through secret ballot in a regular meeting. Once elected, the elected officers should shadow current officers for the remainder of the spring semester to learn the new role and take office fully at the start of the following fall semester.

Section B: Quorum necessary for elections

A minimum of 5 members or 50% of the total membership, whichever is greater, must be present for in-person elections or must participate in electronic elections for the vote to be valid.

Section C: Who is permitted to run for office?

I: Any current member in good academic standing can run for an elected position.

Section D: Define how elections are run

I: Anyone who is planning to run for office must declare their intent to run to the current e-board at least two weeks before the election date.

II. Votes must be anonymous, and the results will be tallied and announced before the end of the meeting. The results will also be sent via email to the Faculty/Staff Advisor and the Office of Student Engagement.

III. If elections are held electronically, the process must stay open for at least 24 hours and the results will be sent to all club members, the Faculty/Staff Advisor, and the Office of Student Engagement.

Article VIII: Replacement and/or Removal of Officer

Section A. Resignation of Office

I. In the event that an officer wishes to resign, a letter addressed to the e-board and the members of the club must be submitted via email to the Faculty/Staff Advisor and the Office of Student Engagement.

Section B. Removal from Office

I. A $\frac{2}{3}$ majority vote by the membership may remove anyone from office upon the request of any member of the club.

II. Officer removal may occur if they do not fulfill the stated duties of their position and with **(circle one)** a majority, $\frac{2}{3}$, or secret ballot vote by at least 51% of the club's membership. The Director of Student Engagement may also remove someone from office.

III. Grounds for removal also include:

- a. More than absences from scheduled board meetings without prior notice or justified reasoning
- b. Abuse of power and unwillingness to cooperate with the club.

III. This should be a last resort after attempting to address the cause of the removal request. The Office of Student Engagement can help with mediation and facilitate discussions between any combination of members and officers.

IV. Should any elected or appointed officer fail to perform their duties the following steps are to be taken.

1. Communicate with the offending officer to resolve the issue.
2. If they do not resolve the problem, issue a warning that their position could be forfeited.
3. **(Circle one)** A majority, $\frac{2}{3}$, or secret ballot vote by at least 51% of the membership can remove an individual from the seat. If this happens, communication will be sent about termination of their position and the Office of Student Engagement will be informed.

Section C. Filling a Vacancy

I. Any vacancy in an office must be filled within 31 days after the vacancy occurs, by an election or through appointment by the Faculty/Staff Advisor.

II. Any person filling a vacancy after the midpoint of the academic year is still eligible to run for two terms of office in the following academic year.

Article IX: Constitutional Amendments

Section A: All proposed amendments should be presented at a board meeting, and to the club, with the club advisor present. A 51% vote from the board will enact this amendment.

Section B: Any club member can propose an amendment to the eboard. This amendment will be proposed at a board meeting, two weeks before voting. For the amendment to be enacted there must be a $\frac{2}{3}$ majority vote.

Section C: All amendments must be approved by the Director of Student Engagement or their designee.

Article X: By-Laws

Section A: Anti-Hazing policy

This club under no circumstances by any person will commit intentional, knowing, or otherwise reckless acts to another student, with intentions of committing the student to the club.

Section B: Nonpartisan club

This club will not be affiliated with any one group of people. It is an inclusive club. All thoughts and opinions regarding controversial topics will not be in affiliation with [REDACTED] club.

Article XI: Office of Student Engagement

The Organization agrees to abide by the rules and regulations of the Office of Student Engagement and Middlesex Community College. This constitution, amendments to it, and the by-laws of this organization must be approved by the Director of Student Engagement and SGA to ensure that they are in accordance with the aforementioned rules and regulations.