

A Constitution contains the fundamental principles that govern an organization's operation. The development of a constitution will serve to clarify your purpose and delineate your basic operating structure. It will allow members and potential members to have a better understanding of what the organization is about.

Name of Student Organization Constitution/By-Laws

Preamble

This should include a statement of the purpose, goals and objectives for the organization as well as those objectives that will benefit the campus and college community.

(Example – the purpose of this organization shall be to provide educational activities for its members.)

Article I – Name

The name of this organization shall be _____.

Article II – Membership

Section 1. This section should state that any current MCC student may be a member. Some organizations may also open to University Center students.

Section 2. This section should explain how a person becomes a member, and how a person remains a member in good standing. (Example – A person remains in good standing by maintaining a GPA of ____ or paying dues. This may be added at the discretion of the organization)

Article III – Officers

Section 1. This section should explain the titles and terms of each office. (Example - the President shall serve for one year from April 1 to March 31.)

Section 2. This section should detail how officers are nominated and elected. (Example – only members in good standing may nominate, be nominated and vote; elections shall be by secret ballot and require a simple majority of members present.)

Section 3. This section should contain a brief statement regarding how and why an officer may be removed. (Example - an officer failing to maintain membership in good standing, may be removed at any meeting by vote of the general membership.)

Section 4. Vacancies of offices shall be (appointed or elected by) _____
_____. (If vacancies are to be filled by succession, please specify procedure.)

Article IV – Duties of Officers

(Positions are not required to follow the traditional hierarchy. You may have a Chair rather than a President.)

Section 1. The duties of the President shall be to:

- a. Preside over all meetings.
- b. Call all special meetings.
- c. Add other duties here as needed.

Section 2. The duties of the Vice President shall be to:
(Many organizations stick with part a. below. Be mindful that if the President carries out all of their duties, there is little the VP is responsible for.)

- a. Act as the President should the President for any reason be unable to carry out the Presidential duties.
- b. Assist the President in administering the business of _____

_____.

Section 3. Add other officer positions as needed.

Article V – Elections

Section 1. _____ elections shall be held during the (first/last) _____ weeks of the _____ semester of each academic year.

Section 2. Candidates for offices shall be eligible provided they have met the requirements for that office as stated in Article III of this Constitution.

Section 3. Candidates running for office shall be members of _____ at the time of their election and during their term of office.

Section 4. Candidates running for office must be registered students in good standing at the time of their nomination and must maintain that status during their term of office.

Note: These are suggestions for election procedures.

Article VI – Advisor

Section 1. This section should state how an MCC faculty or staff member becomes an advisor. (Example: A Faculty or Staff Advisor shall be appointed by a majority of the voting members.)

Section 2. The duties of the Advisor shall be to:

a. Ensure the Organization is following the policies and guidelines of McLennan Community College

b. Act as consultant for projects and special committees of _____.

c. Attend activities/events sponsored by the Organization.

Section 3. The Advisor shall not have voting privileges in the Organization.

Article VII – Finances

Section 1. This section should state whether there will be dues and how they will be paid. (it is not necessary to have dues).

Section 2. Funds will be used for the operation of _____ as directed by a majority vote of the voting members.

Section 3. All finances shall be handled in accordance with the established MCC Policy and Procedure G-XXIV-b.

Section 4. In the event of loss of organization recognition, any funds remaining in the organization's account shall be forfeited in accordance with the established MCC Policy and Procedure G-XXIV-c.

Article VIII – Meetings

This section should cover time, place, and frequency of meetings and what constitutes quorum.

Section 1. The regular meetings of the voting membership shall be held at least _____ a month.

Section 2. Special meetings of the organization may be called by _____ or upon the written request of _____ members of the organization.

Section 3. A quorum shall be a _____ majority of the voting membership.

Article IX – Committees

Section 1. Finance

Section 2. Publicity

Section 3. Constitution and By-Laws

Note: These are suggested standing committees. No committees are required.

Article X – Impeachment and Removal of Officers

Section 1. Officers may be impeached and removed from office by a two-thirds majority of the voting members on the basis of not fulfilling their duties as outlined in the Constitution and By-Laws.

Section 2. Any individual who is impeached shall be given full notice of the allegations against him/her and shall have an opportunity to respond to them.

Section 3. _____ may initiate impeachment proceedings.

Article XI – Amendments

Section 1. This section should state who proposes amendments.
(Example: Amendments to this Constitution shall be proposed either by two-thirds of the Executive Board or by a petition submitted by ten percent of the voting members.)

Section 2. This section should explain how amendments are made. (Example: A _____ majority of the voting members shall be necessary to approve amendments to this Constitution.)

Section 3. All Amendments to this Constitution must be sent to the Coordinator, Student Activities for inclusion in the organizational file.

Article XII – Active Status

In order to maintain active status, the organization agrees to abide by those rules and regulations of MCC which pertain to all student organizations as outlined in the Highlander Guide and the MCC Policies and Procedures.

Article IX – Parliamentary Procedures

Robert's Rules of Order (Revised) shall be the parliamentary authority of this organization. Should Robert's Rules of Order conflict with this Constitution, this constitution takes priority.